Puerto Rico National Guard

Hiring Reform Implementation

Application Process
USAJOBS – Application Manager

SFC Wilma Alicea
Human Resources Speci
JFHQ-PR, HRO
(787) 289-1400 x 1218

Puerto Rico National Guard

Introduction to USAJOBS

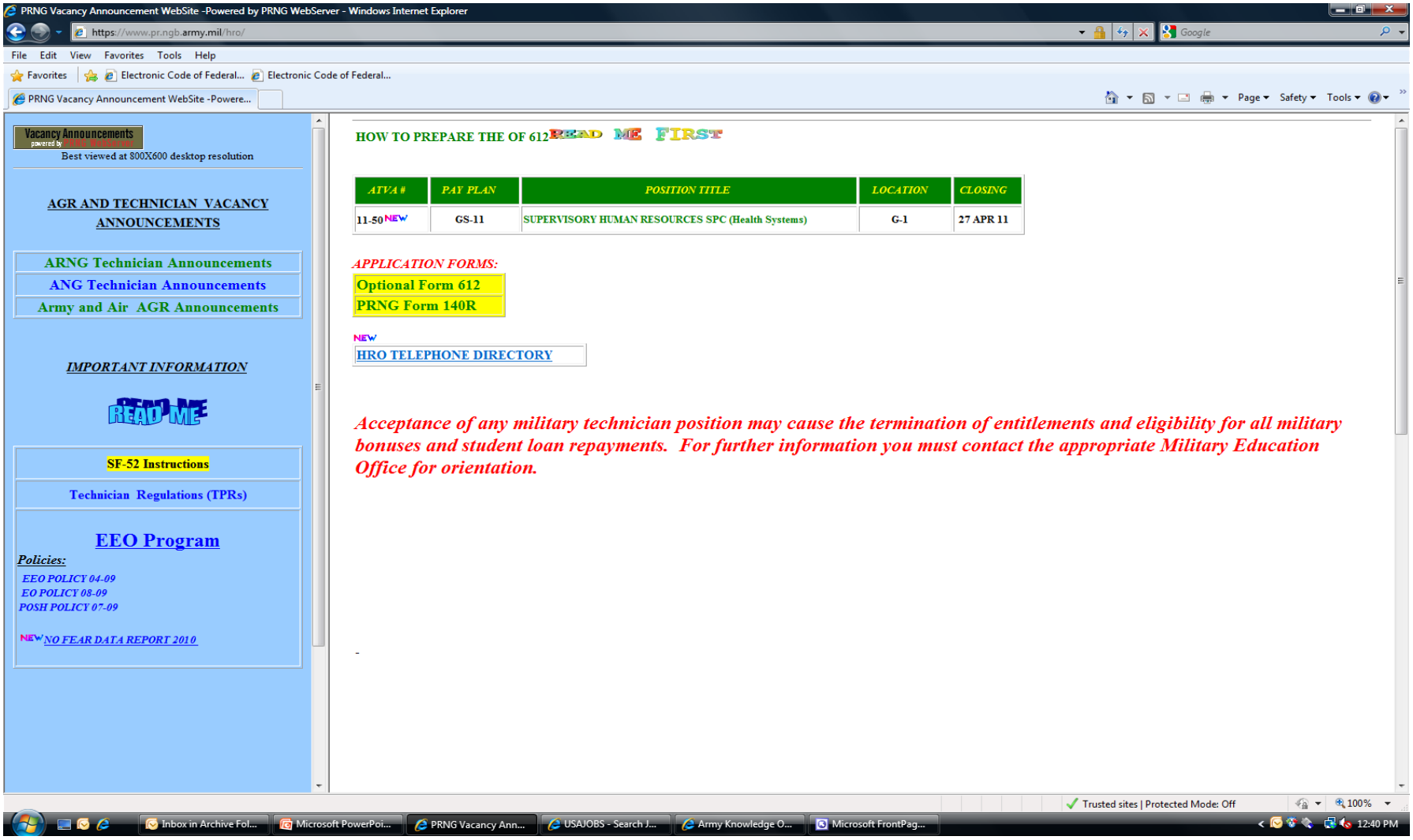
USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account	Look for a Job	Create an Account
• Build and store up to five (5) distinct resume • Create and save job searches to receive automatic notifications. • Apply for jobs or save them to review later.	• Search by Agency, Occupation, Grade, Location, etc. • View jobs available to the general public and those available to Federal employees. • Apply to Federal Agencies.	• Learn how to use USAJOBS by accessing their tutorials. • Learn about the federal hiring process. • Learn about special hiring programs.

Puerto Rico National Guard

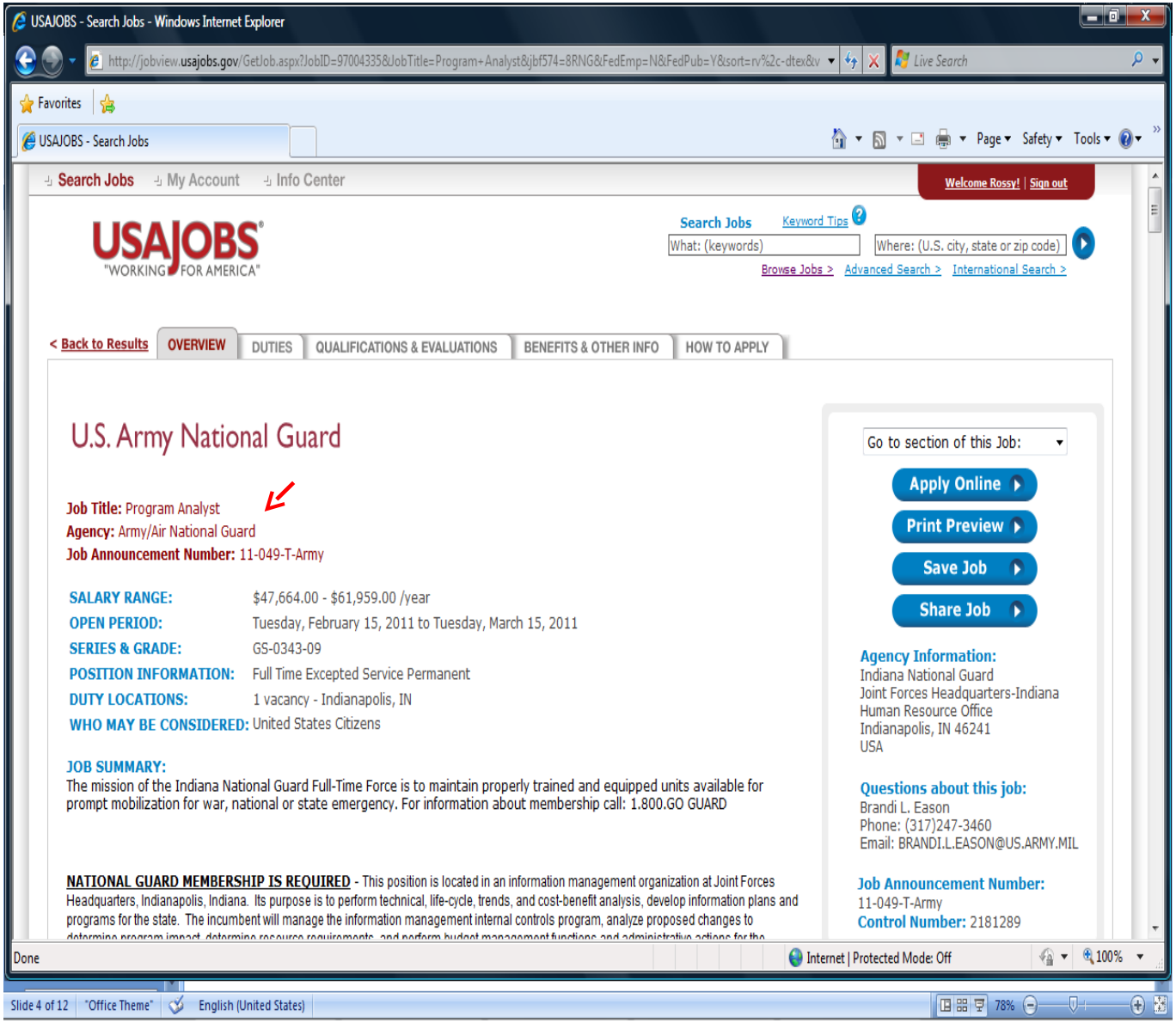
Vacancy Announcement Location

the Position Title in our web site and it will take you to the vacancy announcement


PRNG Vacancy Announcement WebSite -Powered by PRNG WebServer - Windows Internet Explorer
https://www.pr.ngb.army.mil/hro/
File Edit View Favorites Tools Help
Vacancy Announcements
Best viewed at 800X600 desktop resolution
AGR AND TECHNICIAN VACANCY ANNOUNCEMENTS
ARNG Technician Announcements
ANG Technician Announcements
Army and Air AGR Announcements
IMPORTANT INFORMATION
READ ME
SF-52 Instructions
Technician Regulations (TPRs)
EEO Program
Policies:
EEO POLICY 04-09
EO POLICY 08-09
POSH POLICY 07-09
NEW NO FEAR DATA REPORT 2010
HOW TO PREPARE THE OF 612 READ ME FIRST
ATVA # | PAY PLAN | POSITION TITLE | LOCATION | CLOSING
11-50 NEW | GS-11 | SUPERVISORY HUMAN RESOURCES SPC (Health Systems) | G-1 | 27 APR 11
APPLICATION FORMS:
Optional Form 612
PRNG Form 140R
NEW
HRO TELEPHONE DIRECTORY
Acceptance of any military technician position may cause the termination of entitlements and eligibility for all military bonuses and student loan repayments. For further information you must contact the appropriate Military Education Office for orientation.

Puerto Rico National Guard

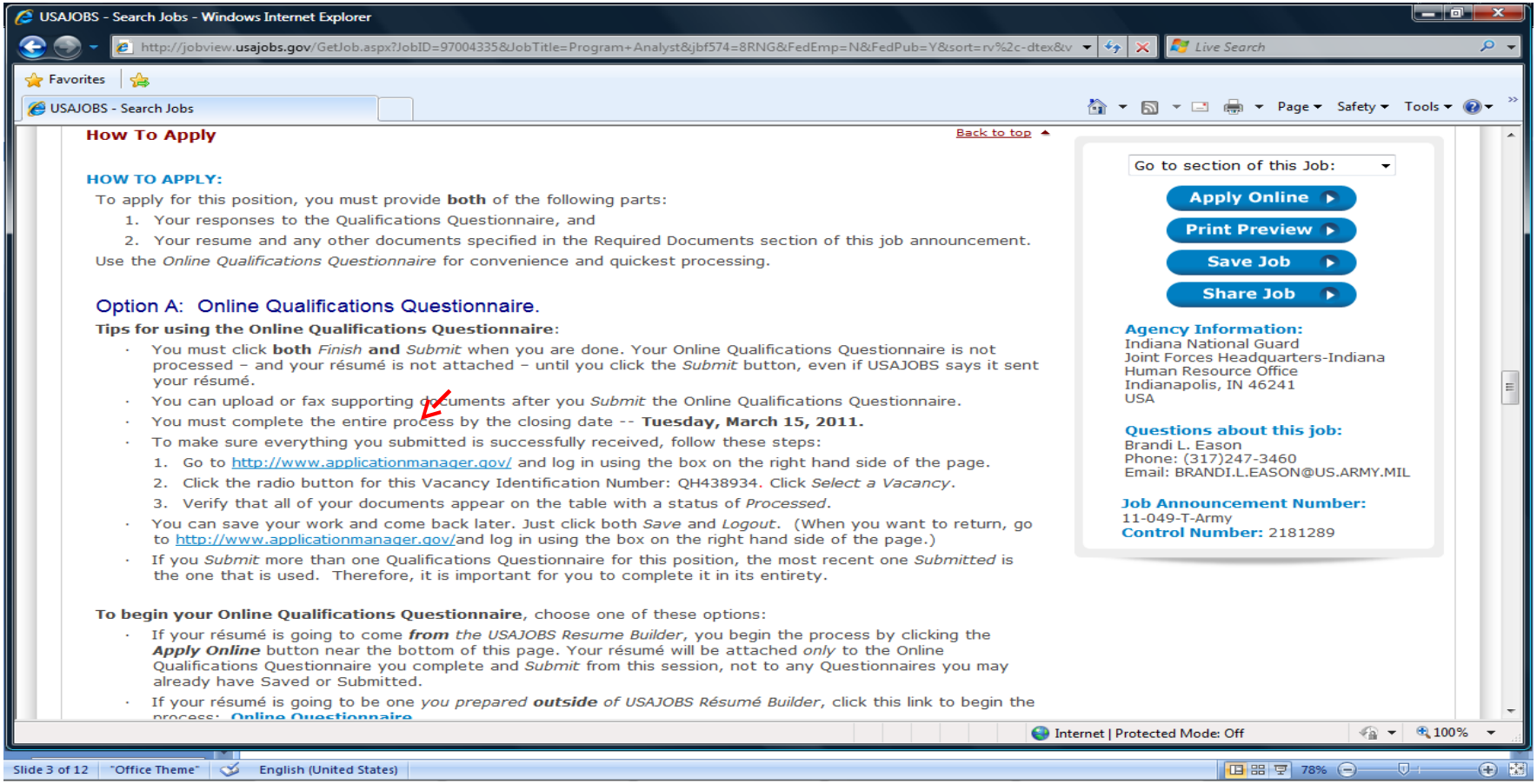
You will see the following tabs:
Overview
Duties
Qualification & Evaluation
Benefits & Other Info
How to Apply


USAJOBS - Search Jobs - Windows Internet Explorer
Search Jobs
My Account
Info Center
Welcome Rossy! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword Tips
What: (keywords)
Where: (U.S. city, state or zip code)
Browse Jobs >
Advanced Search >
International Search >
< Back to Results
OVERVIEW
DUTIES
QUALIFICATIONS & EVALUATIONS
BENEFITS & OTHER INFO
HOW TO APPLY
U.S. Army National Guard
Job Title: Program Analyst
Agency: Army/Air National Guard
Job Announcement Number: 11-049-T-Army
SALARY RANGE: $47,664.00 - $61,959.00 /year
OPEN PERIOD: Tuesday, February 15, 2011 to Tuesday, March 15, 2011
SERIES & GRADE: GS-0343-09
POSITION INFORMATION: Full Time Excepted Service Permanent
DUTY LOCATIONS: 1 vacancy - Indianapolis, IN
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:
The mission of the Indiana National Guard Full-Time Force is to maintain properly trained and equipped units available for prompt mobilization for war, national or state emergency. For information about membership call: 1.800.GO GUARD
NATIONAL GUARD MEMBERSHIP IS REQUIRED - This position is located in an information management organization at Joint Forces Headquarters, Indianapolis, Indiana. Its purpose is to perform technical, life-cycle, trends, and cost-benefit analysis, develop information plans and programs for the state. The incumbent will manage the information management internal controls program, analyze proposed changes to
Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job
Agency Information:
Indiana National Guard
Joint Forces Headquarters-Indiana
Human Resource Office
Indianapolis, IN 46241
USA
Questions about this job:
Brandi L. Eason
Phone: (317)247-3460
Email: BRANDI.L.EASON@US.ARMY.MIL
Job Announcement Number:
11-049-T-Army
Control Number: 2181289
Done
Internet | Protected Mode: Off
100%
Slide 4 of 12
"Office Theme"
English (United States)
78%

Puerto Rico National Guard

Job Announcement – Apply Online

Under the tab How to Apply you will find two options.
Option A: Online Qualification Questionnaire
Option B: Paper Qualification Questionnaire (By Fax)


USAJOBS - Search Jobs - Windows Internet Explorer
http://jobview.usajobs.gov/GetJob.aspx?JobID=97004335&JobTitle=Program+Analyst&jbf574=8RNG&FedEmp=N&FedPub=Y&sort=rv%2c-dtex&v
Favorites
USAJOBS - Search Jobs
Page
Safety
Tools
How To Apply
Back to top
HOW TO APPLY:
To apply for this position, you must provide both of the following parts:
1. Your responses to the Qualifications Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement.
Use the Online Qualifications Questionnaire for convenience and quickest processing.
Option A: Online Qualifications Questionnaire.
Tips for using the Online Qualifications Questionnaire:
You must click both Finish and Submit when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the Submit button, even if USAJOBS says it sent your résumé.
You can upload or fax supporting documents after you Submit the Online Qualifications Questionnaire.
You must complete the entire process by the closing date -- Tuesday, March 15, 2011.
To make sure everything you submitted is successfully received, follow these steps:
1. Go to http://www.applicationmanager.gov/ and log in using the box on the right hand side of the page.
2. Click the radio button for this Vacancy Identification Number: QH438934. Click Select a Vacancy.
3. Verify that all of your documents appear on the table with a status of Processed.
You can save your work and come back later. Just click both Save and Logout. (When you want to return, go to http://www.applicationmanager.gov/and log in using the box on the right hand side of the page.)
If you Submit more than one Qualifications Questionnaire for this position, the most recent one Submitted is the one that is used. Therefore, it is important for you to complete it in its entirety.
To begin your Online Qualifications Questionnaire, choose one of these options:
If your résumé is going to come from the USAJOBS Resume Builder, you begin the process by clicking the Apply Online button near the bottom of this page. Your résumé will be attached only to the Online Qualifications Questionnaire you complete and Submit from this session, not to any Questionnaires you may already have Saved or Submitted.
If your résumé is going to be one you prepared outside of USAJOBS Résumé Builder, click this link to begin the process: Online Questionnaire
Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job
Agency Information:
Indiana National Guard
Joint Forces Headquarters-Indiana
Human Resource Office
Indianapolis, IN 46241
USA
Questions about this job:
Brandi L. Eason
Phone: (317)247-3460
Email: BRANDI.L.EASON@US.ARMY.MIL
Job Announcement Number:
11-049-T-Army
Control Number: 2181289
Internet | Protected Mode: Off
100%
Slide 3 of 12
"Office Theme"
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Puerto Rico National Guard

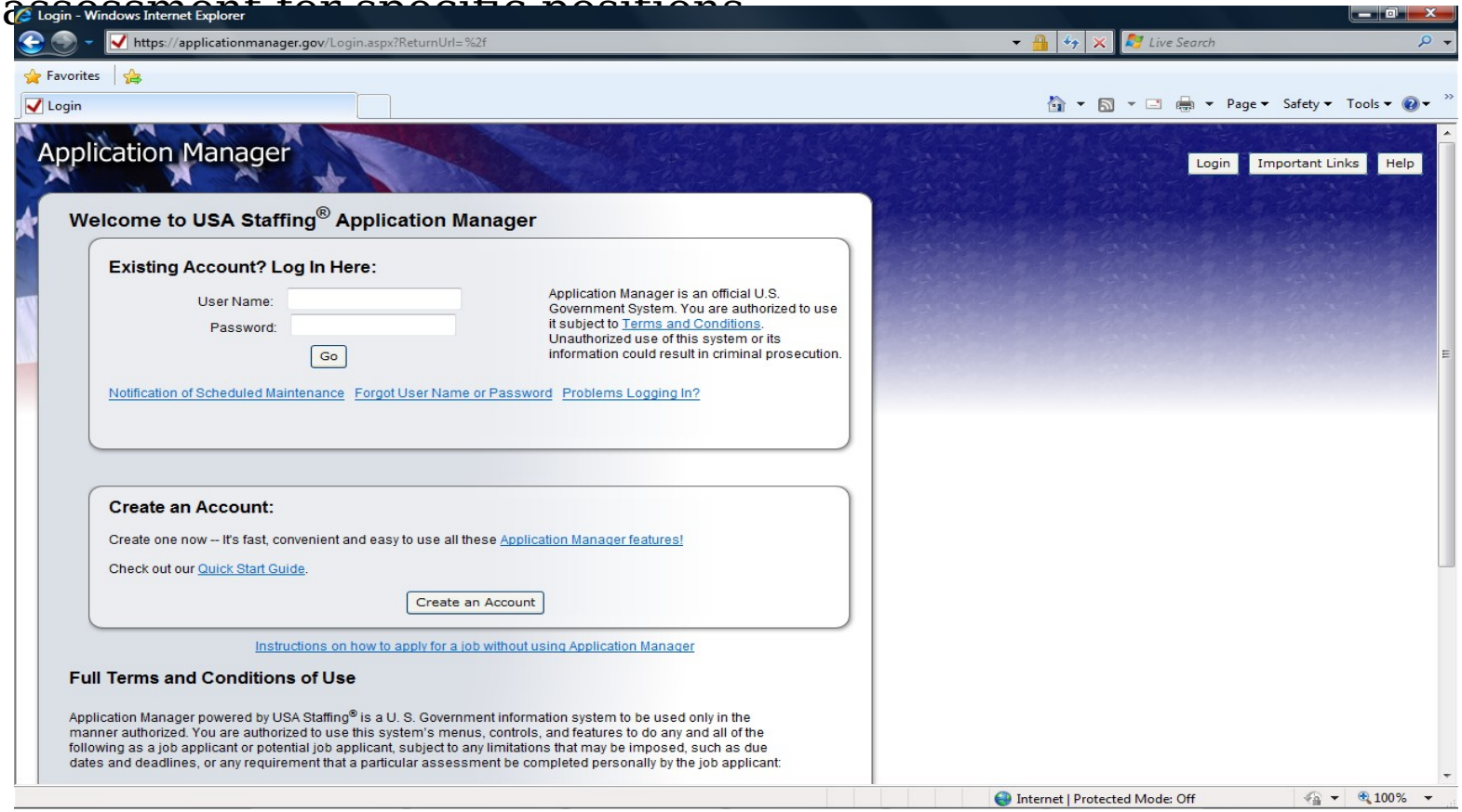
Application Manager

With Application Manager you can:

- ❖ Work on, submit and track your application packages.
- ❖Check the status of each application package (e.g., not submitted, complete, incomplete)
- ❖ Use the Application Package Checklist to keep track of an application's requirements.
- ❖View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- ❖ Select and re-use documents submitted for previous applications in any new application.
- ❖ Review any correspondence sent to you by hiring agencies.
- ❖ Review and update your personal information at any time.

Transition to Application Manager

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment for specific positions.


Login - Windows Internet Explorer
https://applicationmanager.gov/Login.aspx?ReturnUrl=%2f
Live Search
Favorites
Login
Page
Safety
Tools
Application Manager
Login
Important Links
Help
Welcome to USA Staffing® Application Manager
Existing Account? Log In Here:
User Name:
Password:
Go
Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.
Notification of Scheduled Maintenance
Forgot User Name or Password
Problems Logging In?
Create an Account:
Create one now -- It's fast, convenient and easy to use all these Application Manager features!
Check out our Quick Start Guide.
Create an Account
Instructions on how to apply for a job without using Application Manager
Full Terms and Conditions of Use
Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:
Internet | Protected Mode: Off
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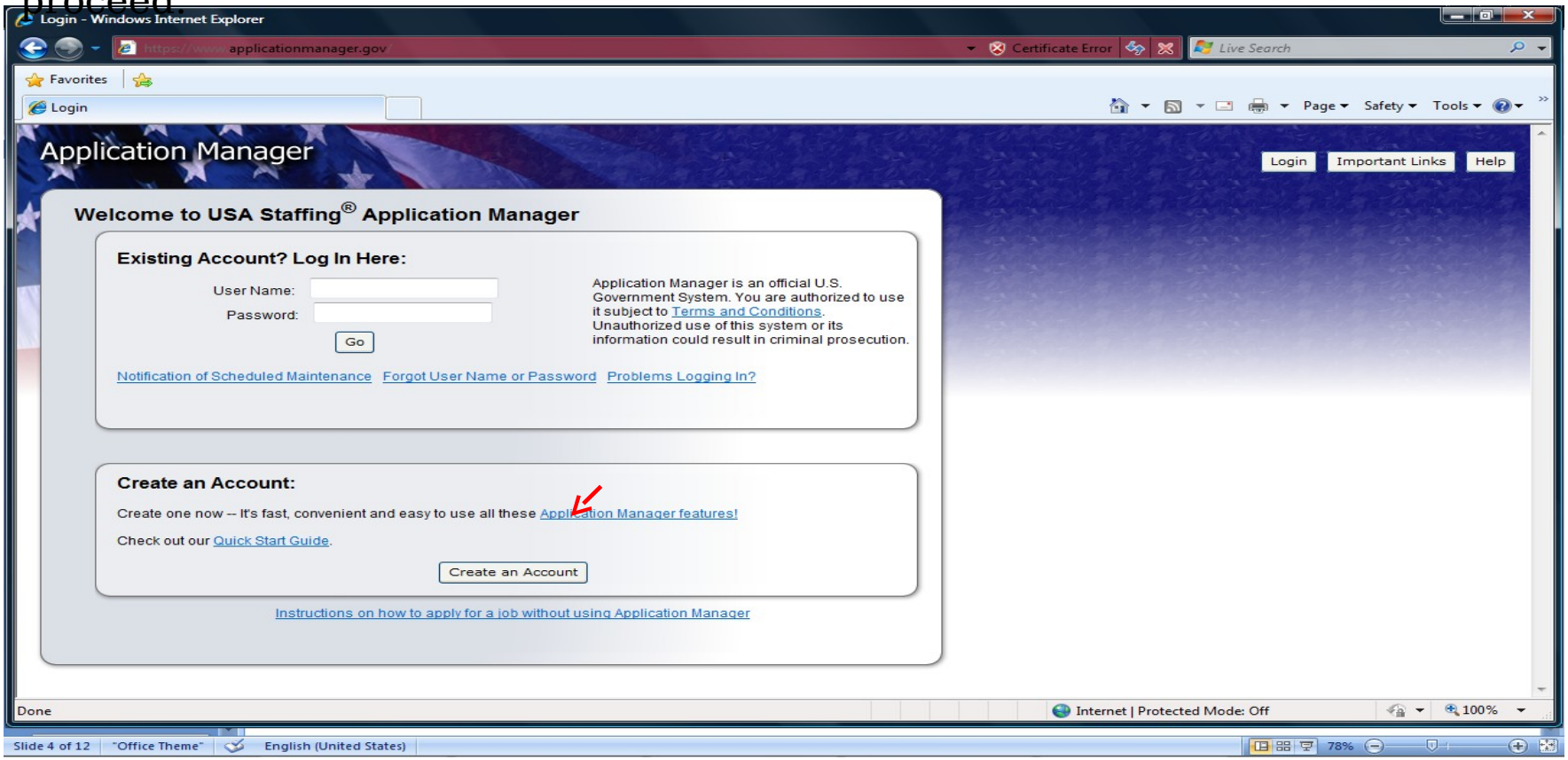
Application Manager

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file. Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for account to proceed.


Login - Windows Internet Explorer
https://www.applicationmanager.gov
Certificate Error
Live Search
Favorites
Login
Page
Safety
Tools
Application Manager
Login
Important Links
Help
Welcome to USA Staffing® Application Manager
Existing Account? Log In Here:
User Name:
Password:
Go
Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.
Notification of Scheduled Maintenance
Forgot User Name or Password
Problems Logging In?
Create an Account:
Create one now -- It's fast, convenient and easy to use all these Application Manager features!
Check out our Quick Start Guide.
Create an Account
Instructions on how to apply for a job without using Application Manager
Done
Internet | Protected Mode: Off
100%
Slide 4 of 12
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English (United States)
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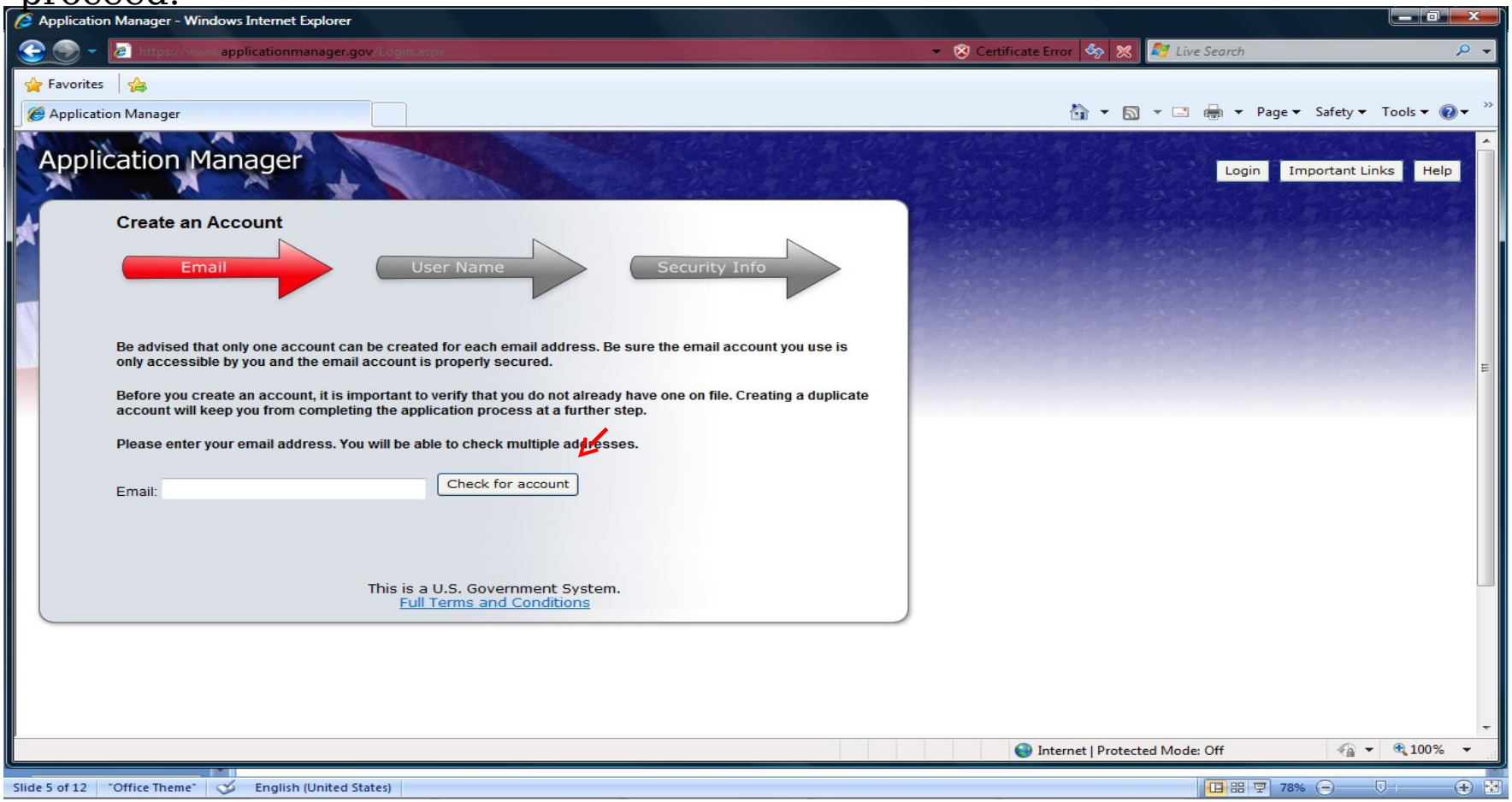
Puerto Rico National Guard

Create an Application Manager Account

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for account to proceed.


Application Manager - Windows Internet Explorer
Certificate Error
Live Search
Favorites
Application Manager
Page
Safety
Tools
Application Manager
Login
Important Links
Help
Create an Account
Email
User Name
Security Info
Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.
Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.
Please enter your email address. You will be able to check multiple addresses.
Email:
Check for account
This is a U.S. Government System.
Full Terms and Conditions
Internet | Protected Mode: Off
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Slide 5 of 12
"Office Theme"
English (United States)
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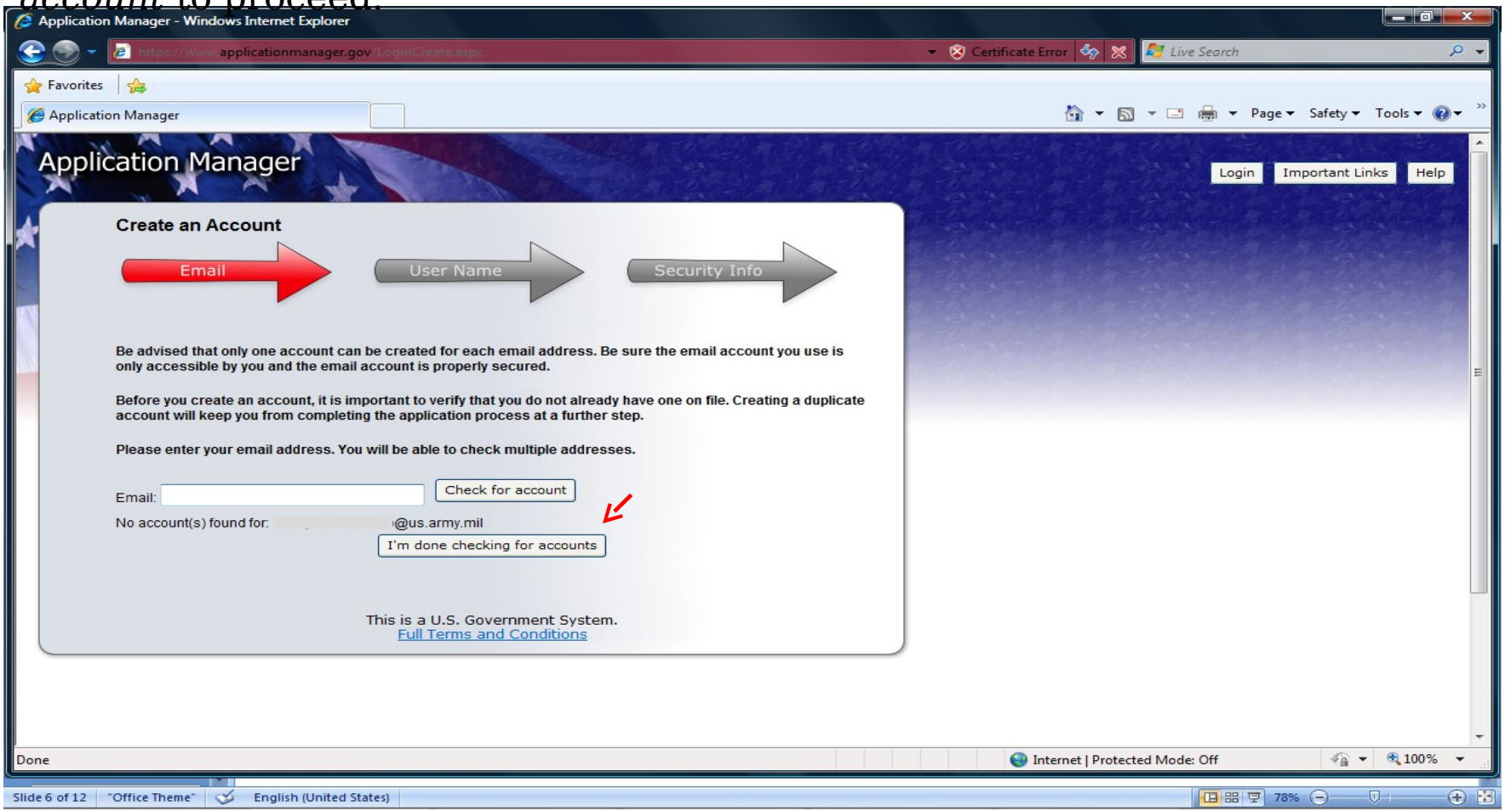
Puerto Rico National Guard

Create an Application Manager Account

Once you've verified no accounts are found, click *I'm done checking for account* to proceed.


Application Manager - Windows Internet Explorer
applicationmanager.gov/LoginCreate.aspx
Certificate Error
Live Search
Favorites
Application Manager
Page
Safety
Tools
Application Manager
Login
Important Links
Help
Create an Account
Email
User Name
Security Info
Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.
Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.
Please enter your email address. You will be able to check multiple addresses.
Email:
Check for account
No account(s) found for: @us.army.mil
I'm done checking for accounts
This is a U.S. Government System.
Full Terms and Conditions
Done
Internet | Protected Mode: Off
100%
Slide 6 of 12
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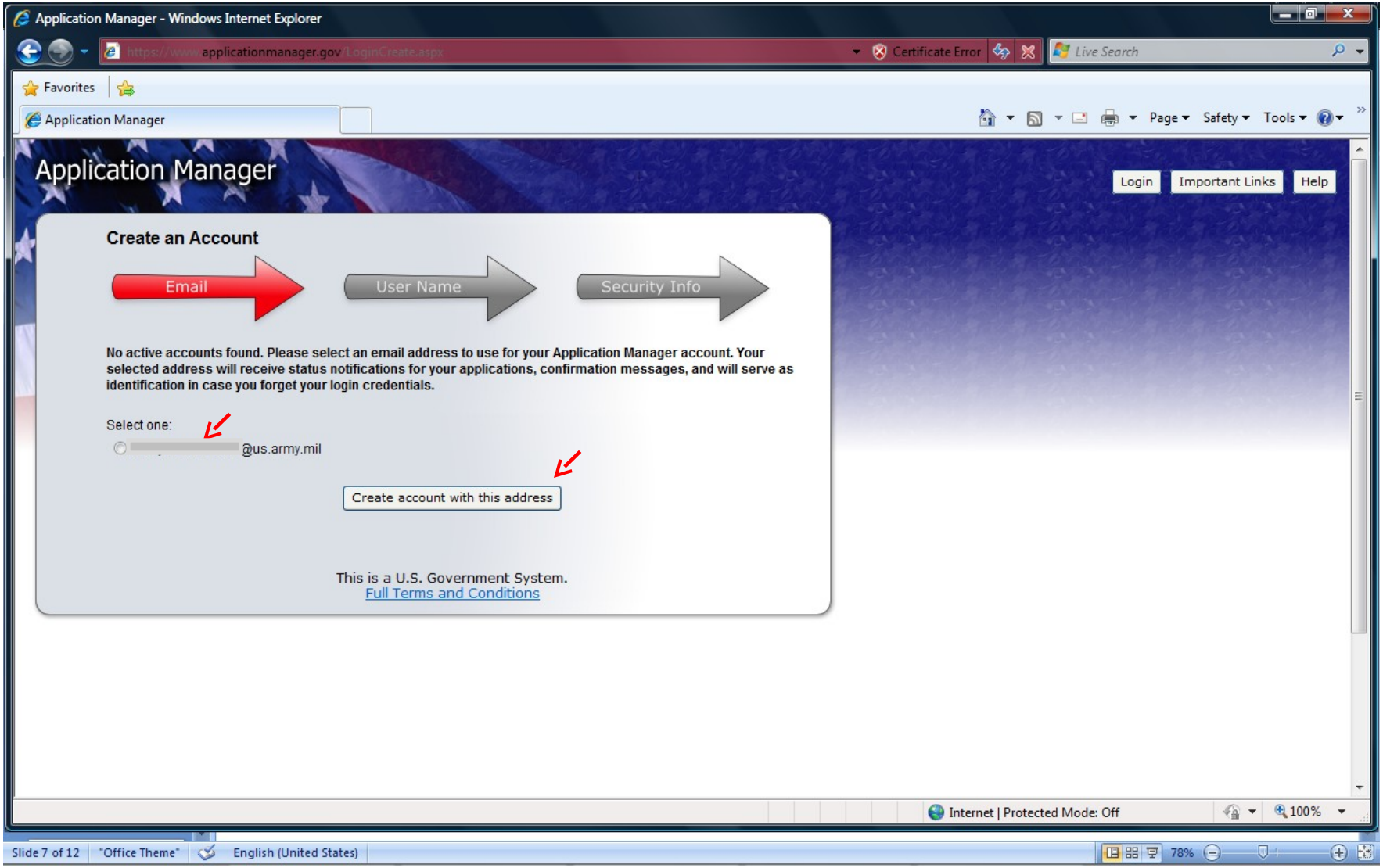
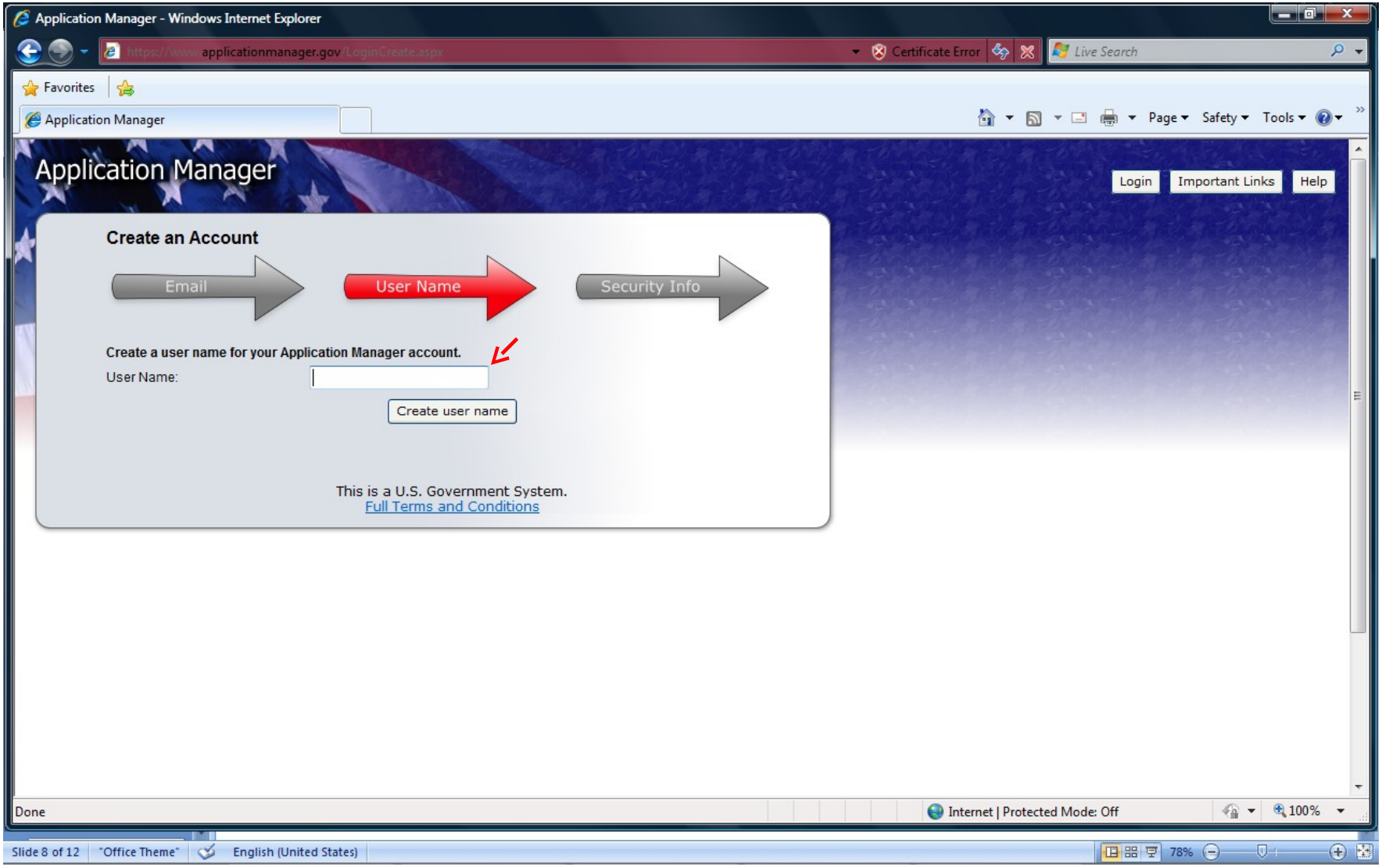
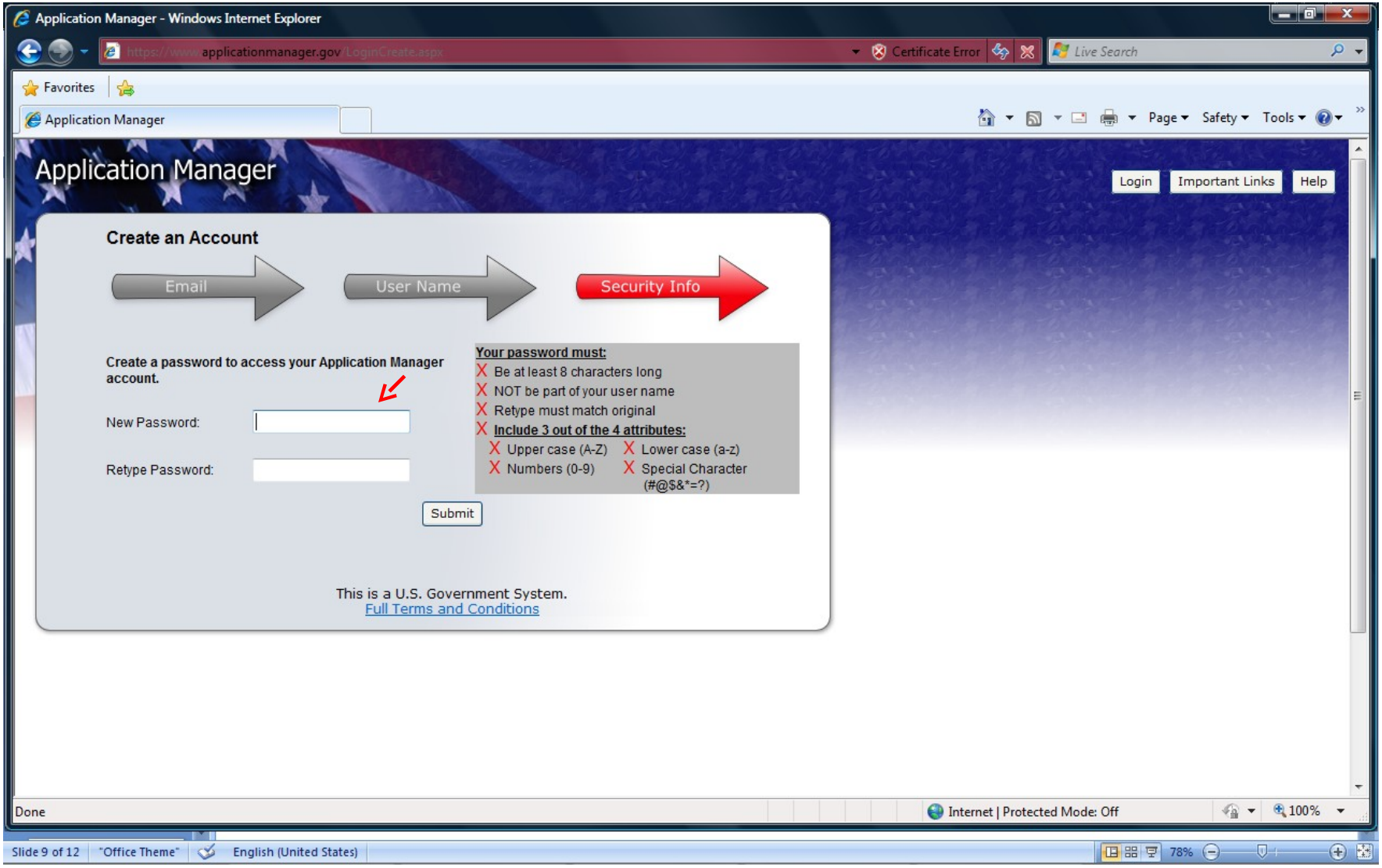
Puerto Rico National Guard



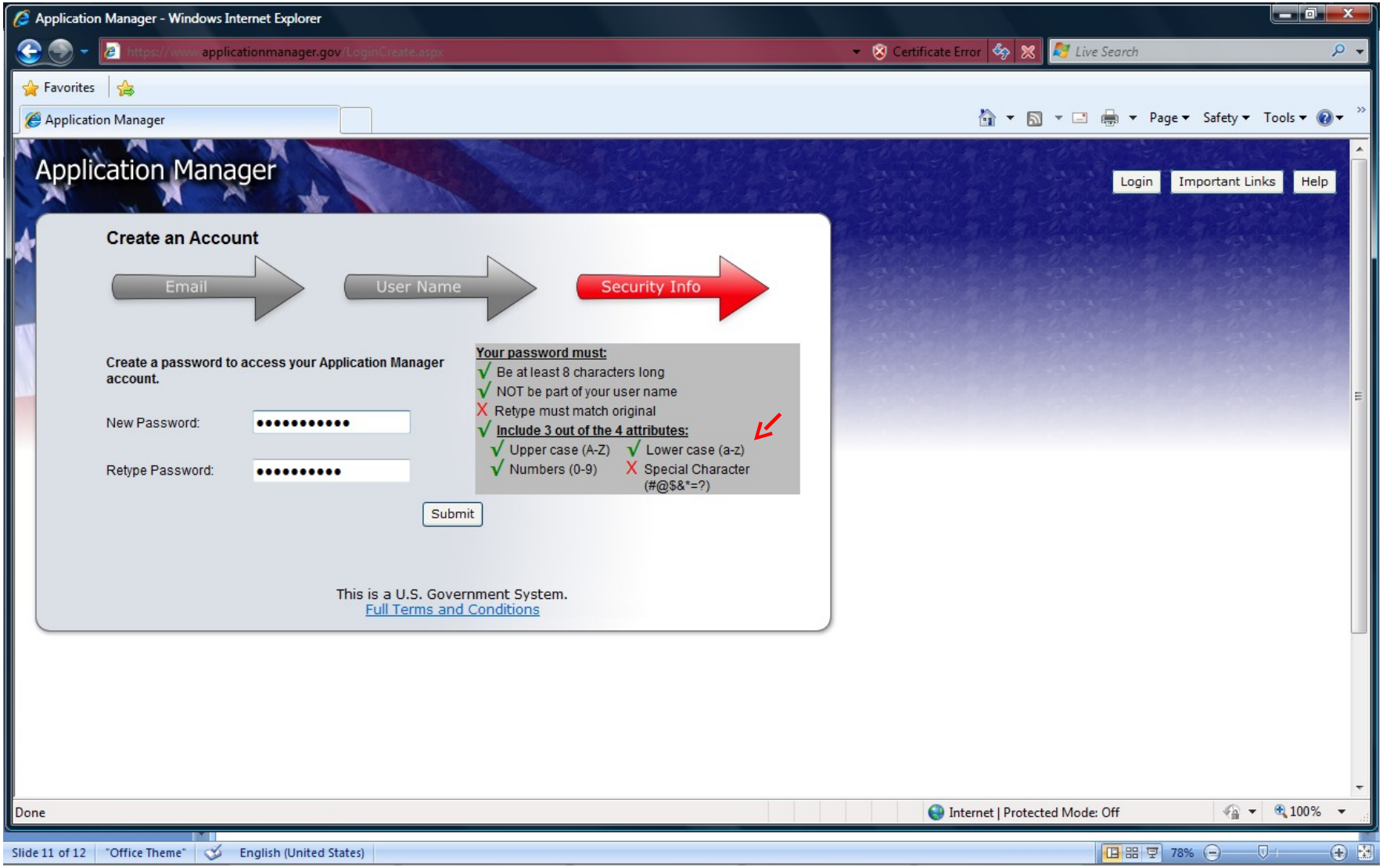
Puerto Rico National Guard



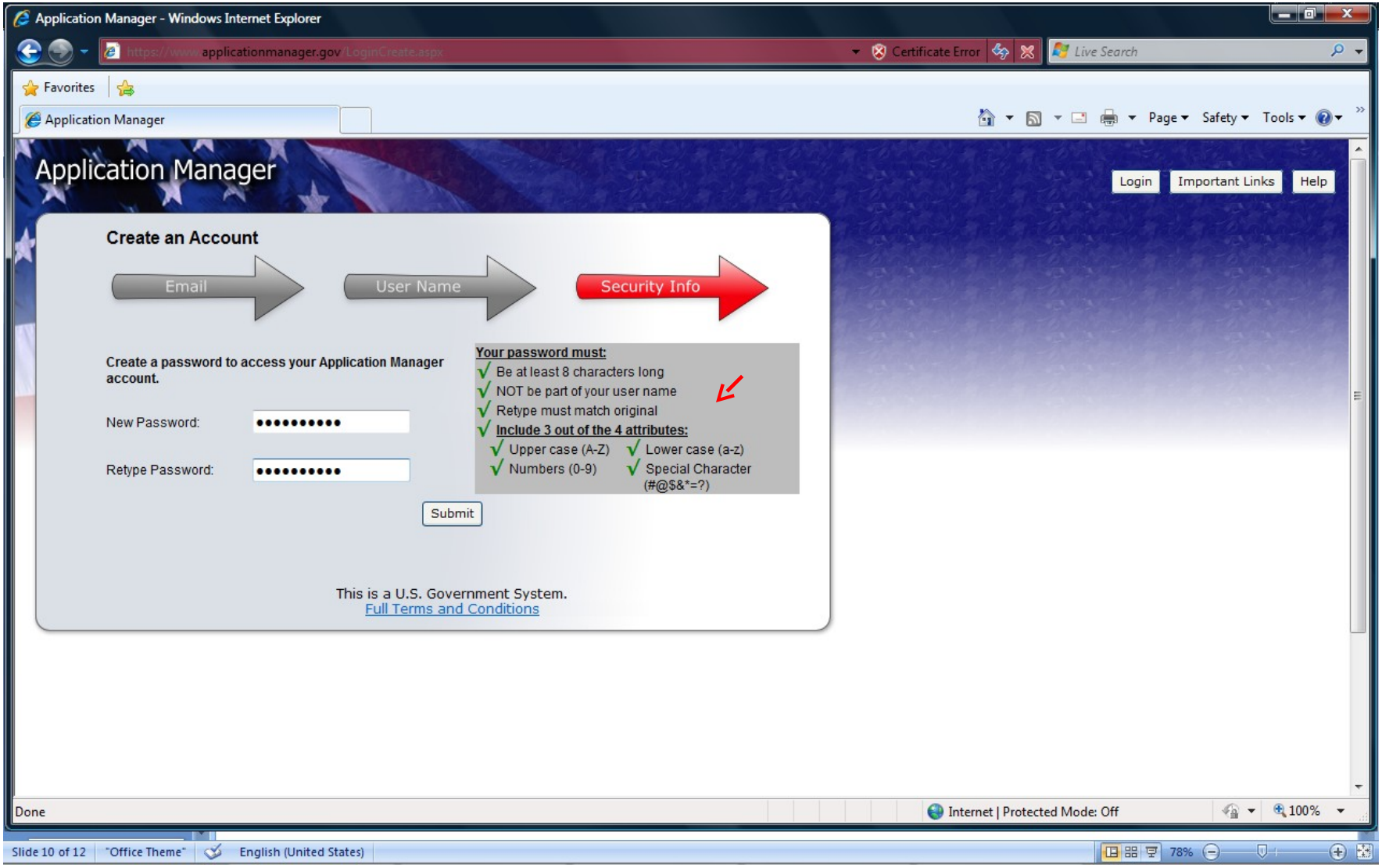
Puerto Rico National Guard



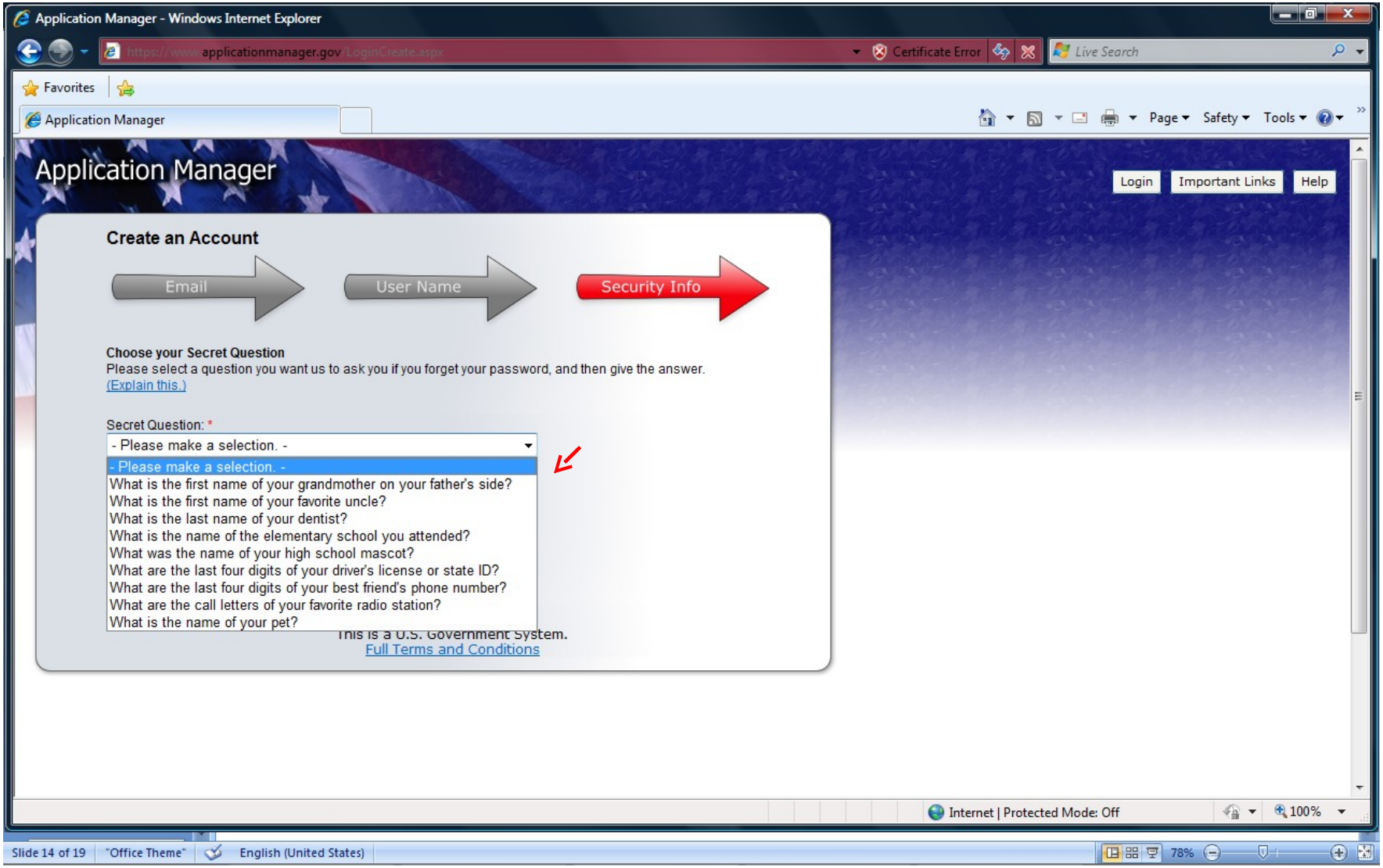
Puerto Rico National Guard



Puerto Rico National Guard



Puerto Rico National Guard


Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/LoginCreate.aspx
Certificate Error
Live Search
Favorites
Application Manager
Page
Safety
Tools
Application Manager
Login
Important Links
Help
Create an Account
Email
User Name
Security Info
Choose your Secret Question
Please select a question you want us to ask you if you forget your password, and then give the answer.
(Explain this.)
Secret Question: *
- Please make a selection. -
- Please make a selection. -
What is the first name of your grandmother on your father's side?
What is the first name of your favorite uncle?
What is the last name of your dentist?
What is the name of the elementary school you attended?
What was the name of your high school mascot?
What are the last four digits of your driver's license or state ID?
What are the last four digits of your best friend's phone number?
What are the call letters of your favorite radio station?
What is the name of your pet?
This is a U.S. Government System.
Full Terms and Conditions
Internet | Protected Mode: Off
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Slide 14 of 19
"Office Theme"
English (United States)
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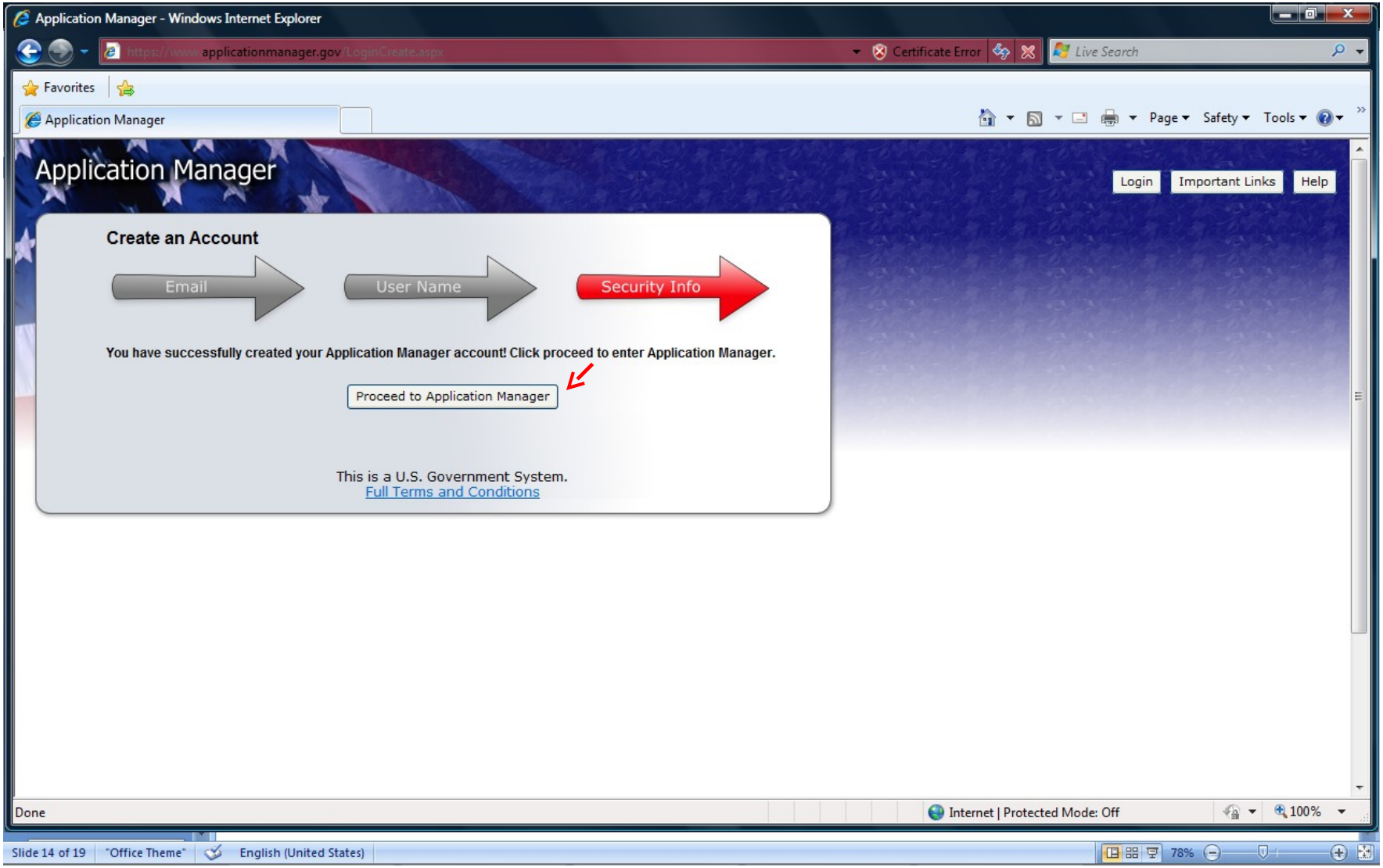
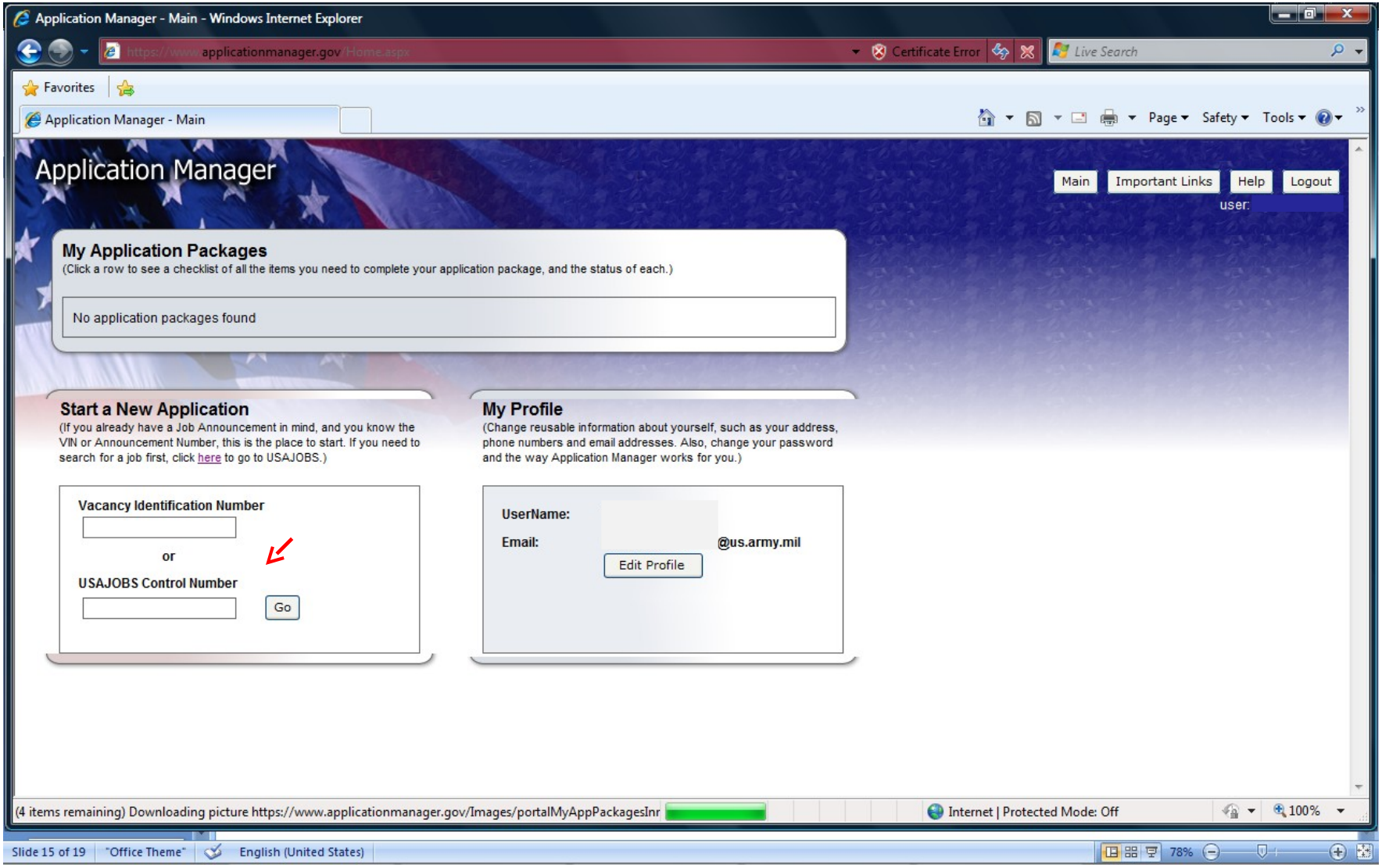
Puerto Rico National Guard



Puerto Rico National Guard


Application Manager - Main - Windows Internet Explorer
https://www.applicationmanager.gov/Home.aspx
Certificate Error
Live Search
Favorites
Application Manager - Main
Page
Safety
Tools
Application Manager
Main
Important Links
Help
Logout
user:
My Application Packages
(Click a row to see a checklist of all the items you need to complete your application package, and the status of each.)
No application packages found
Start a New Application
(If you already have a Job Announcement in mind, and you know the VIN or Announcement Number, this is the place to start. If you need to search for a job first, click here to go to USAJOBS.)
Vacancy Identification Number
or
USAJOBS Control Number
Go
My Profile
(Change reusable information about yourself, such as your address, phone numbers and email addresses. Also, change your password and the way Application Manager works for you.)
UserName:
Email:
@us.army.mil
Edit Profile
(4 items remaining) Downloading picture https://www.applicationmanager.gov/Images/portalMyAppPackagesInr
Internet | Protected Mode: Off
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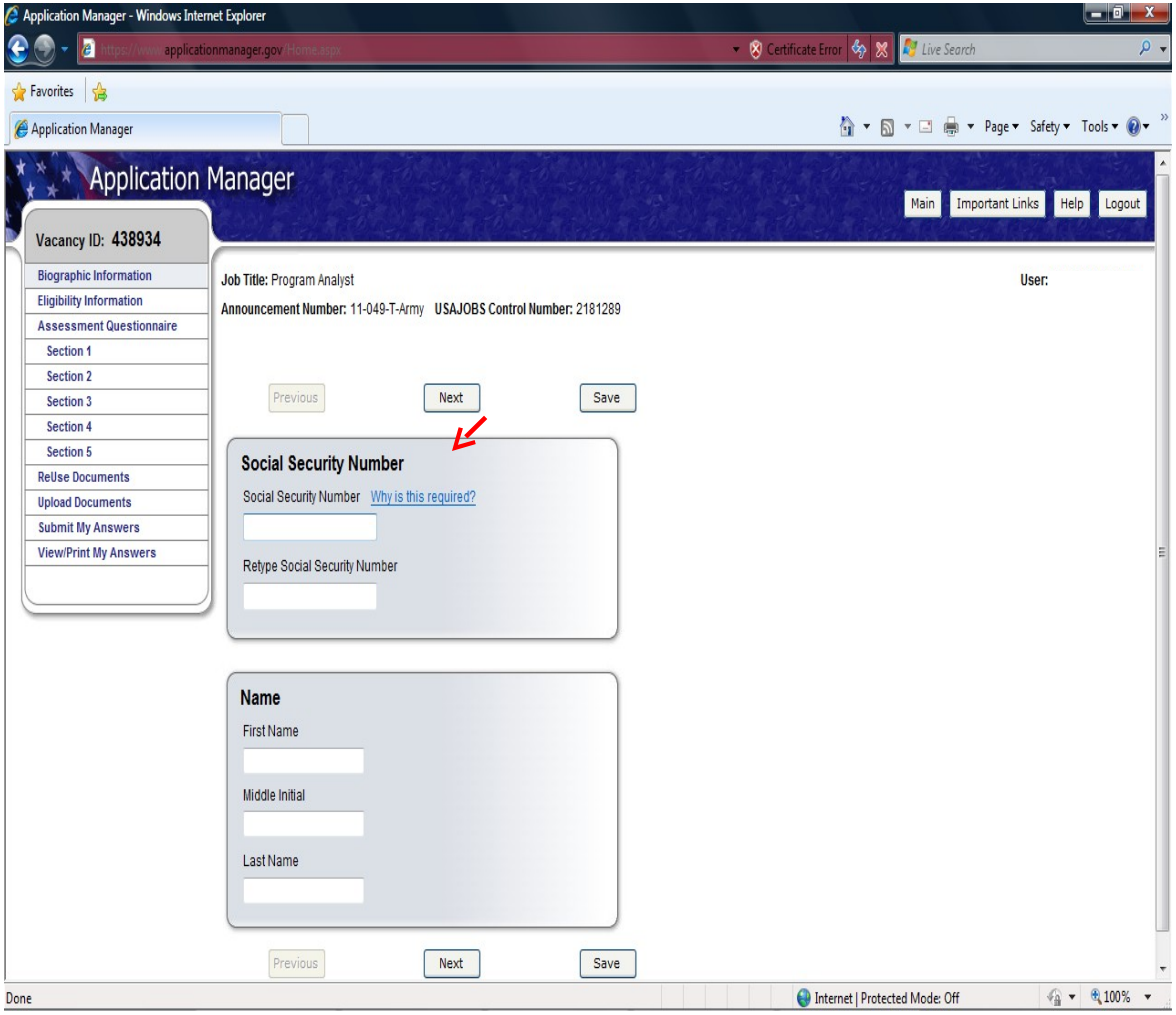
Puerto Rico National Guard

Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN. It will affect your consideration for this and future applications.

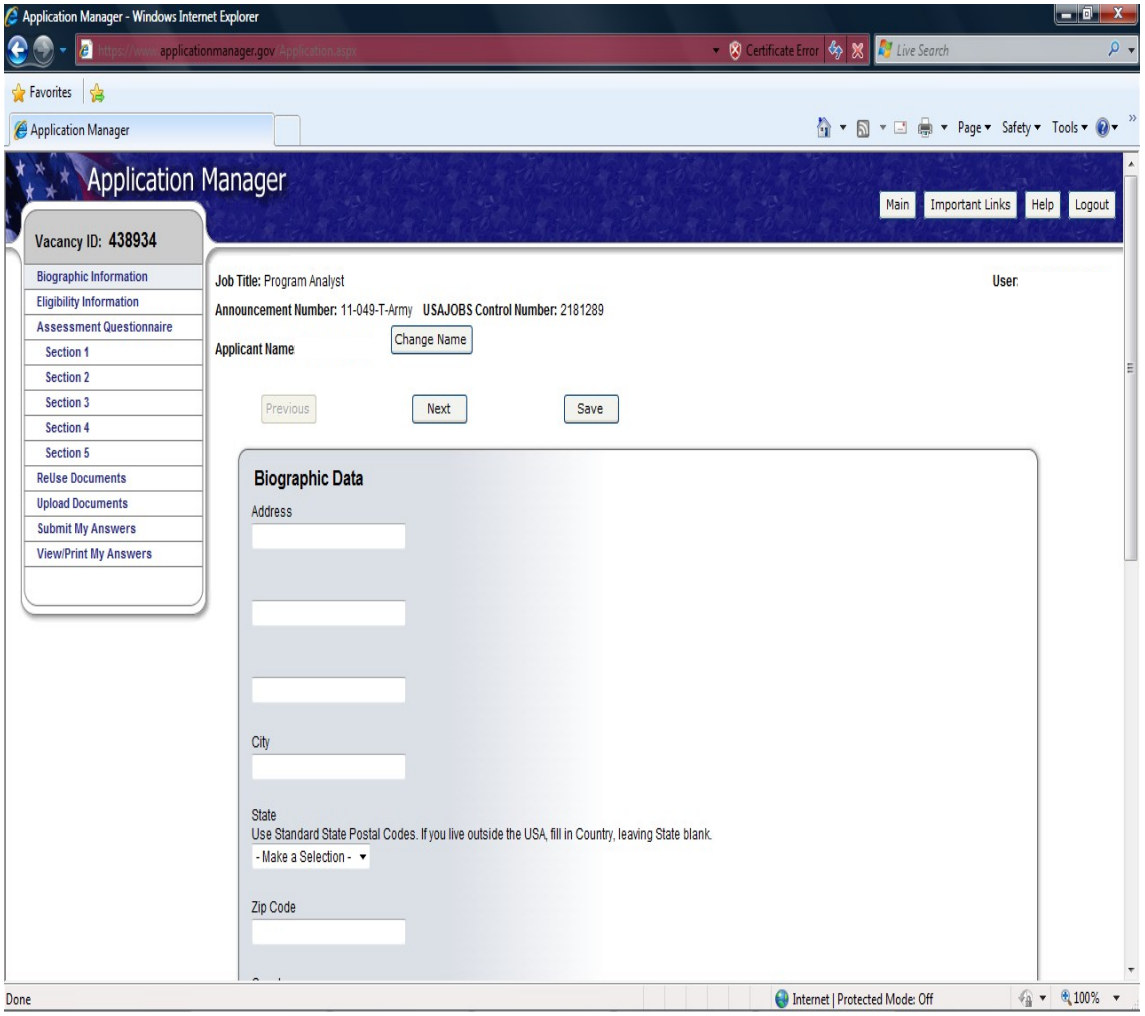


Puerto Rico National Guard

Biographic Data – Eligibility Information

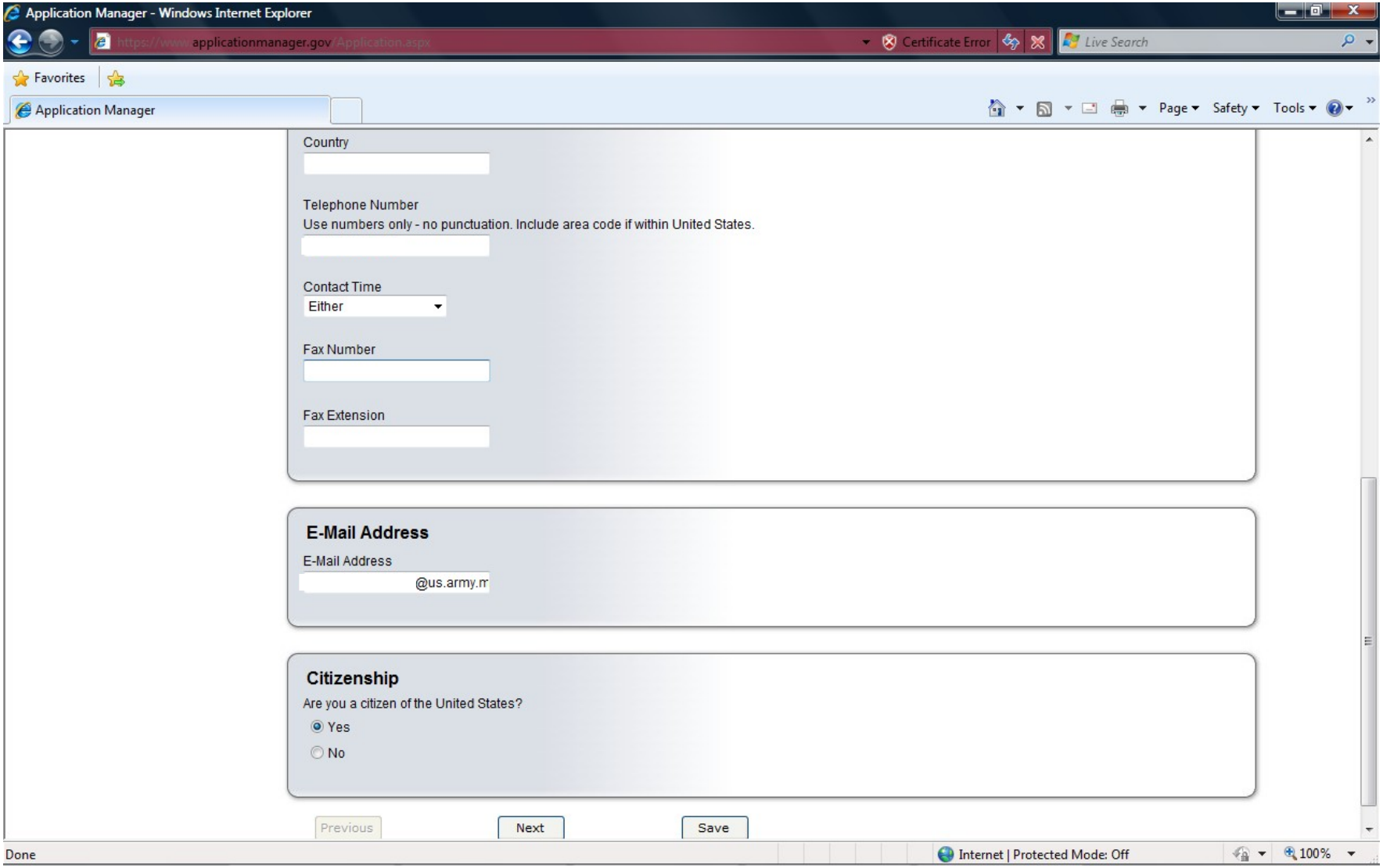
The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more information pages before you begin you Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

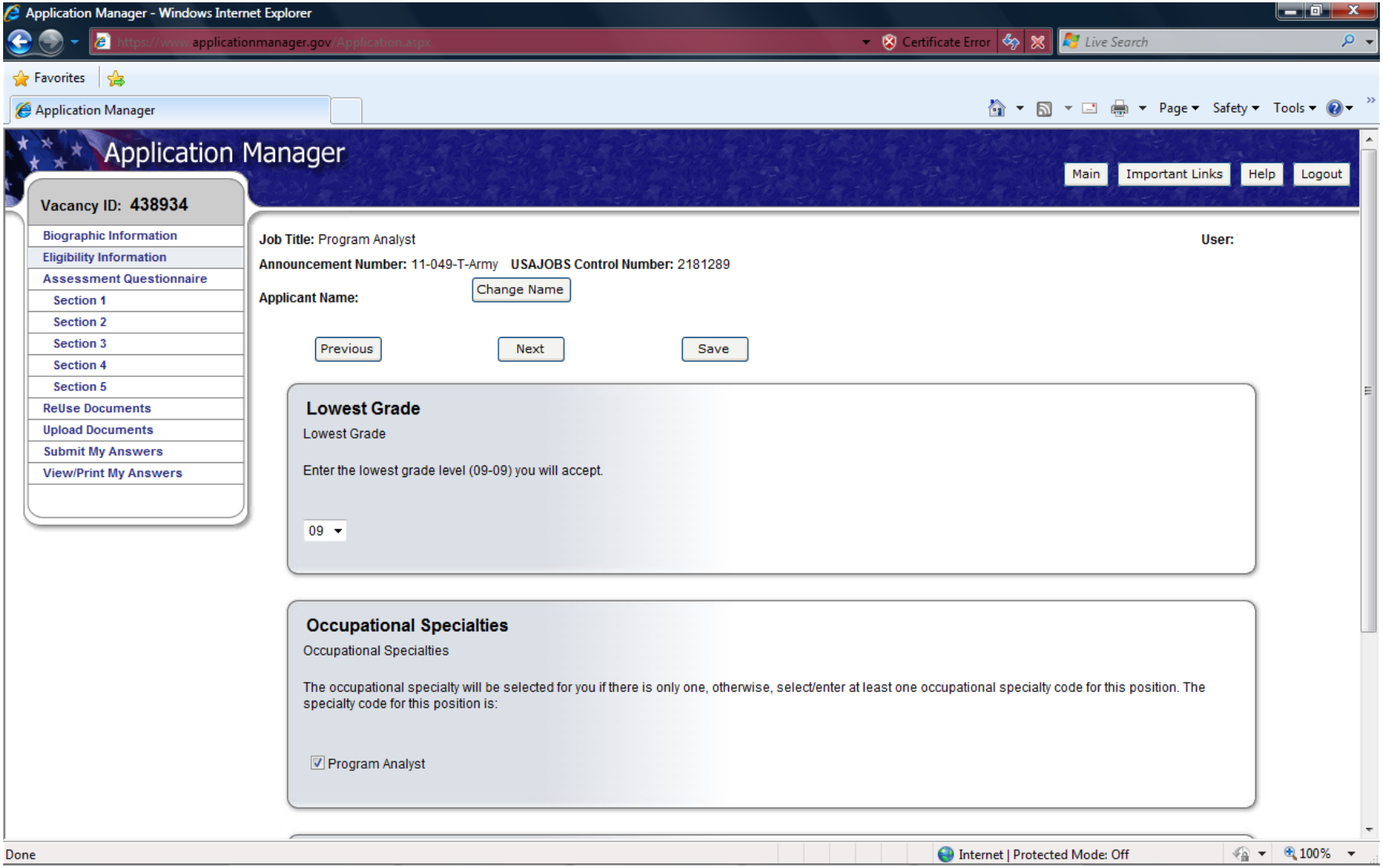


Puerto Rico National Guard

Biographic Information Continuation



Puerto Rico National Guard

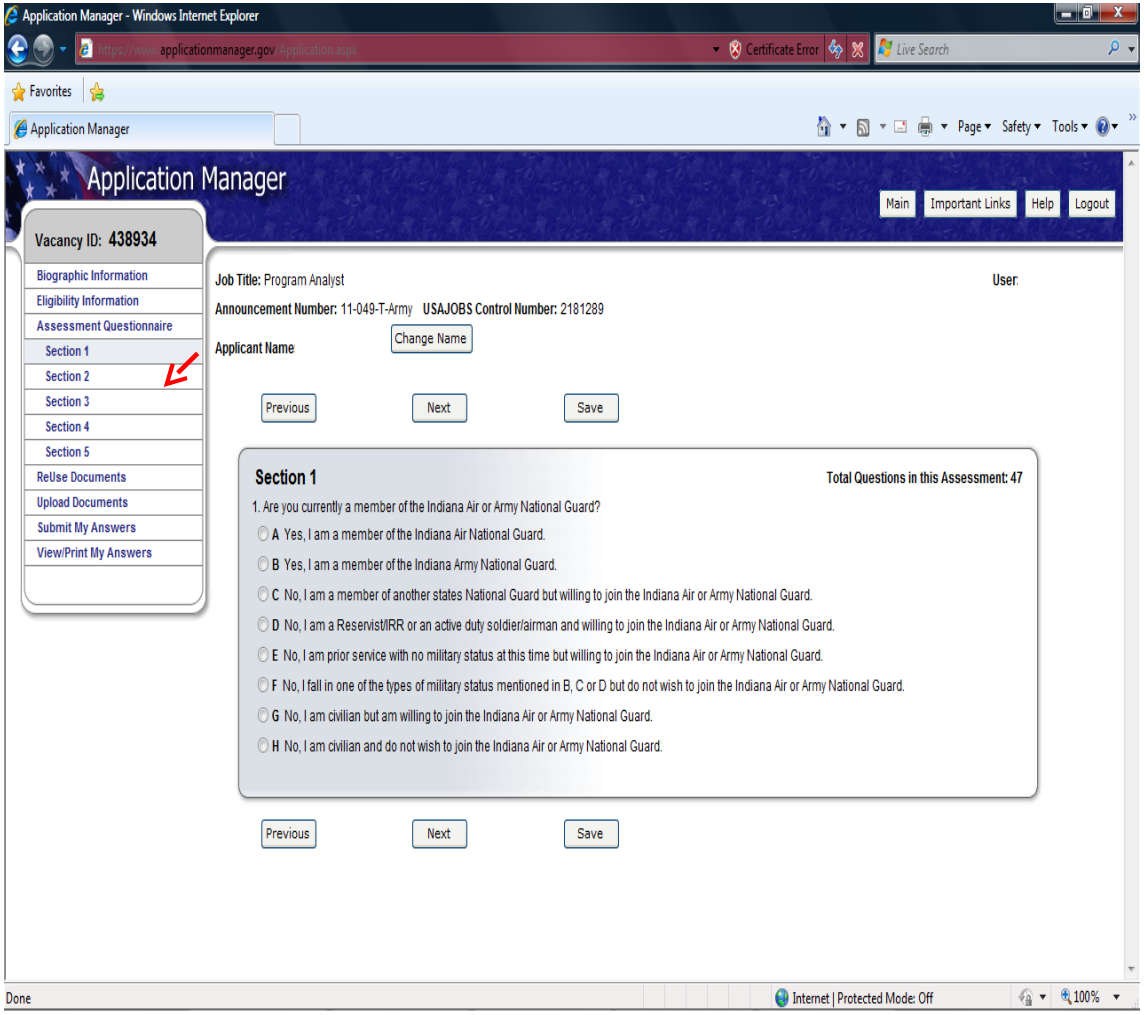


Puerto Rico National Guard

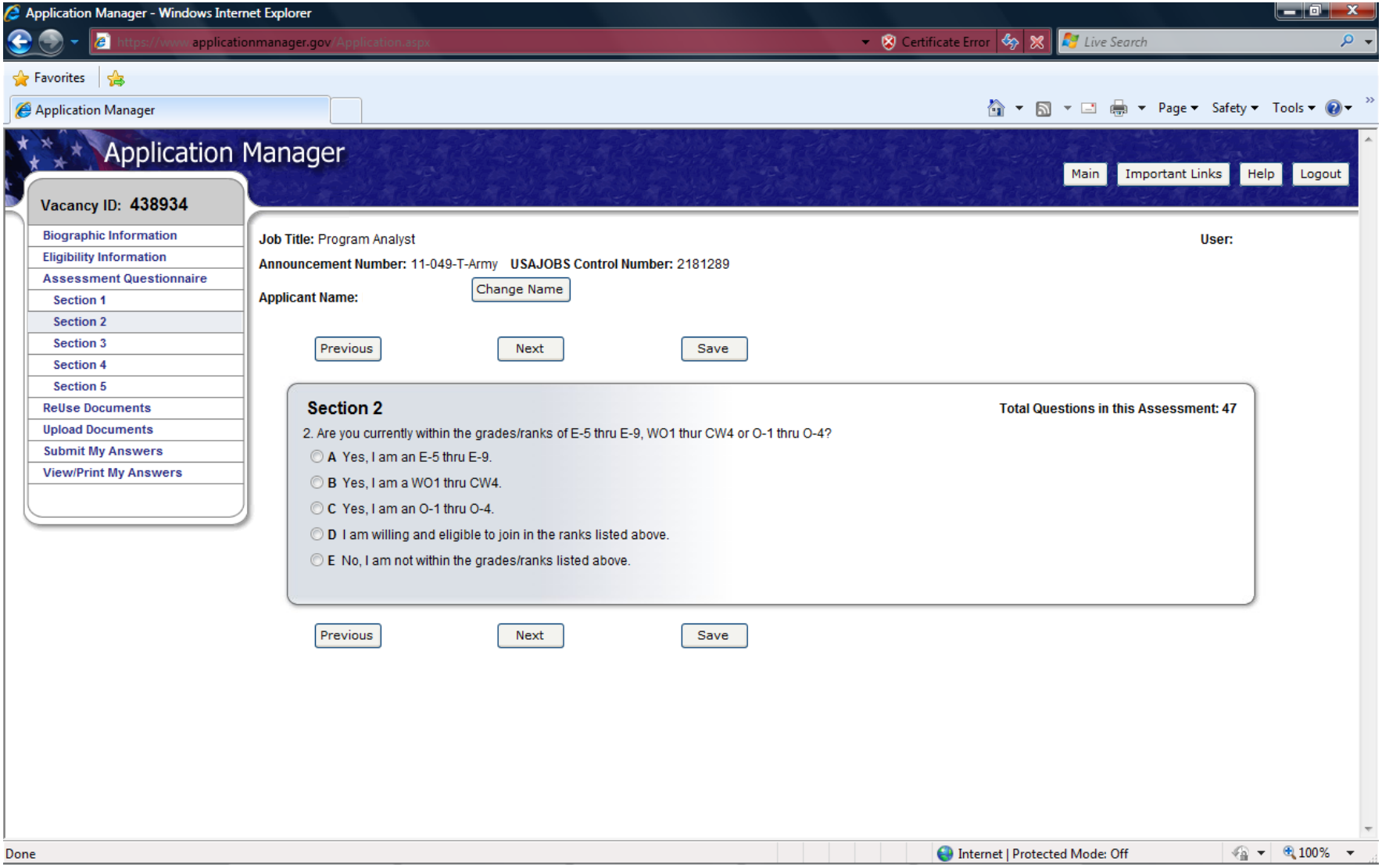
Assessment Questionnaire

The assessment Questionnaire is divided into sections.

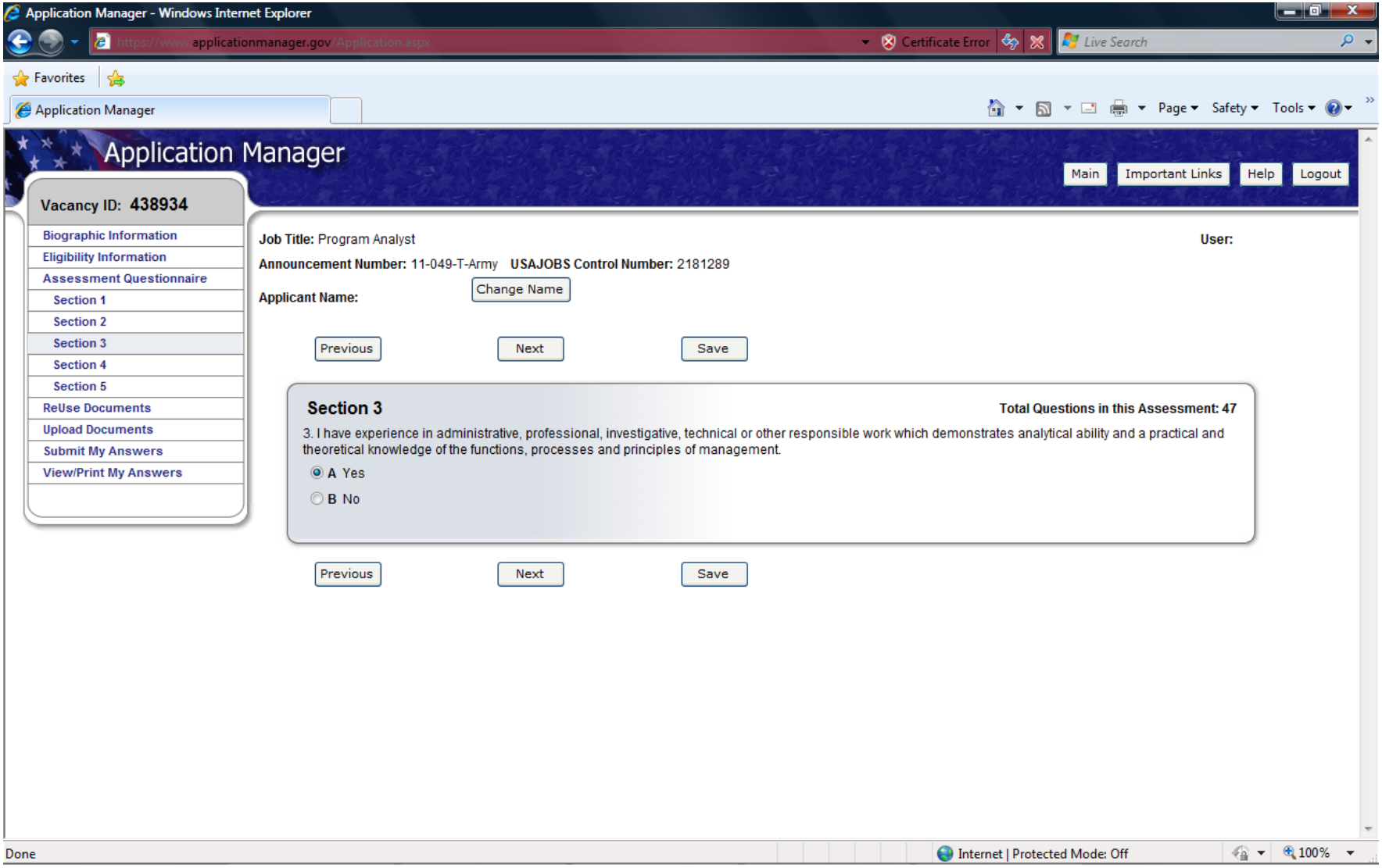
The assessment questions are job specific and change for each job announcement and position.


Application Manager - Windows Internet Explorer
Application Manager
Vacancy ID: 438934
Biographic Information
Eligibility Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers
Main
Important Links
Help
Logout
Job Title: Program Analyst
User:
Announcement Number: 11-049-T-Army
USAJOBS Control Number: 2181289
Applicant Name
Change Name
Previous
Next
Save
Section 1
Total Questions in this Assessment: 47
1. Are you currently a member of the Indiana Air or Army National Guard?
A Yes, I am a member of the Indiana Air National Guard.
B Yes, I am a member of the Indiana Army National Guard.
C No, I am a member of another states National Guard but willing to join the Indiana Air or Army National Guard.
D No, I am a Reservist/IRR or an active duty soldier/airman and willing to join the Indiana Air or Army National Guard.
E No, I am prior service with no military status at this time but willing to join the Indiana Air or Army National Guard.
F No, I fall in one of the types of military status mentioned in B, C or D but do not wish to join the Indiana Air or Army National Guard.
G No, I am civilian but am willing to join the Indiana Air or Army National Guard.
H No, I am civilian and do not wish to join the Indiana Air or Army National Guard.
Previous
Next
Save
Done
Internet | Protected Mode: Off
100%

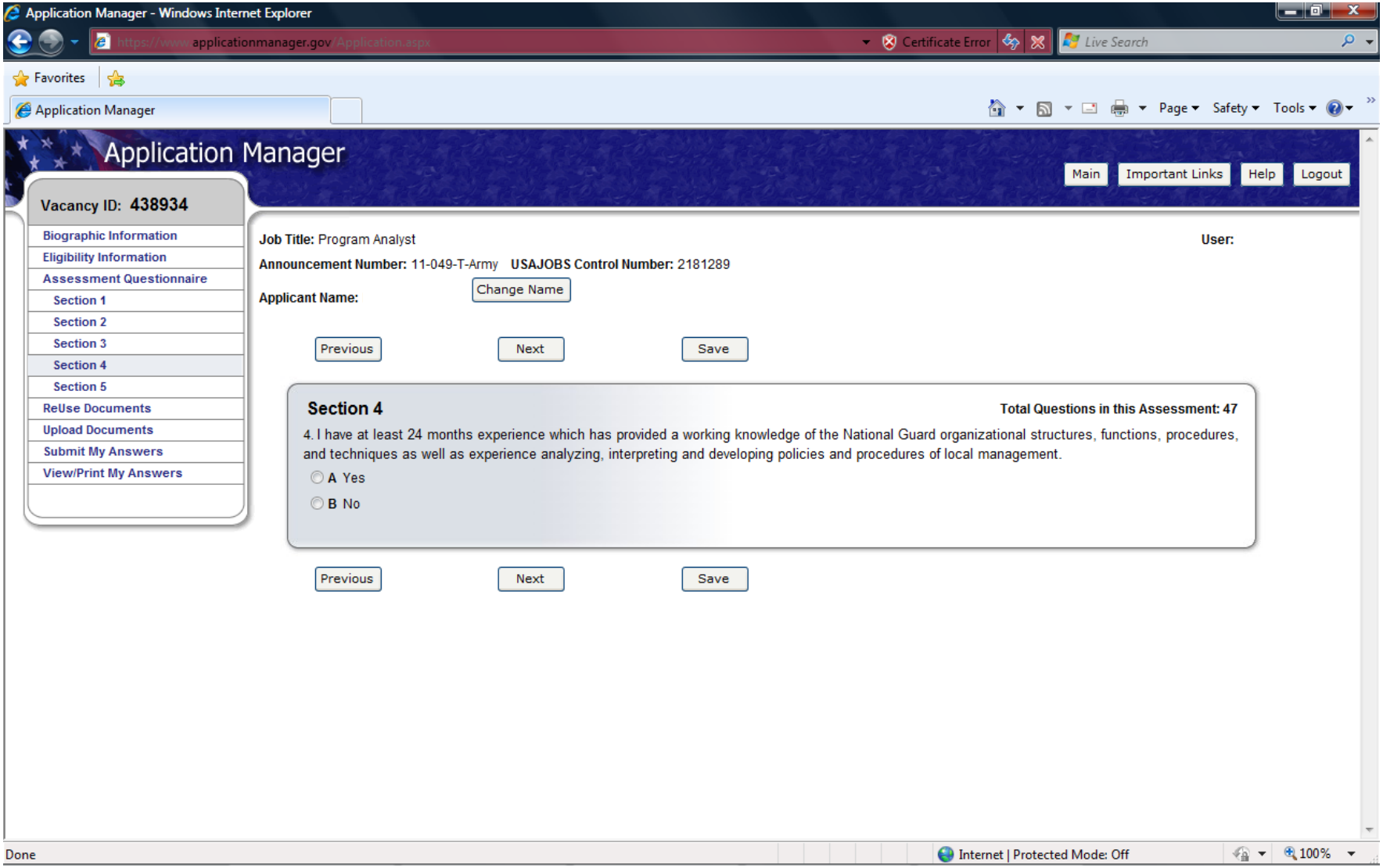
Puerto Rico National Guard



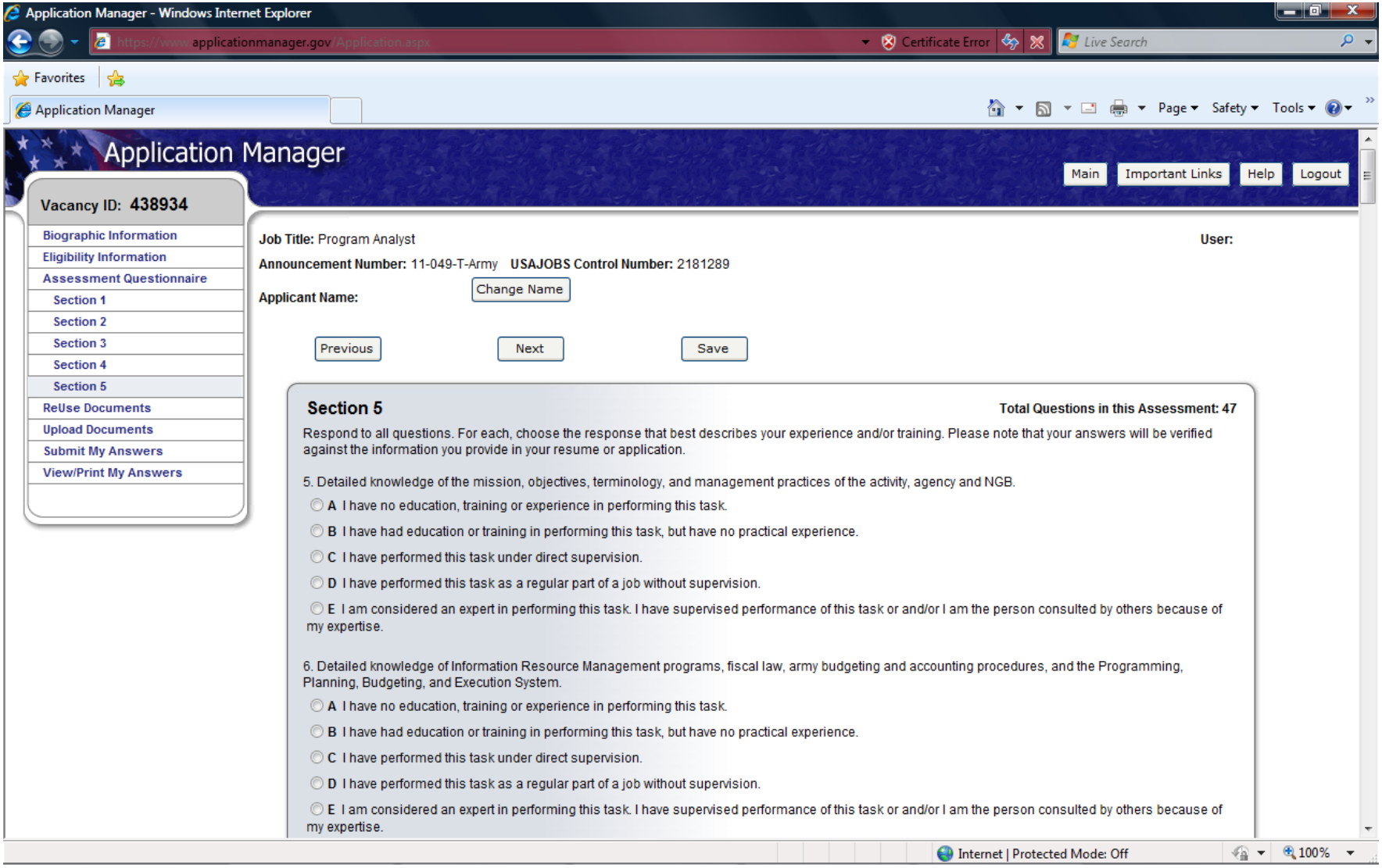
Puerto Rico National Guard



Puerto Rico National Guard



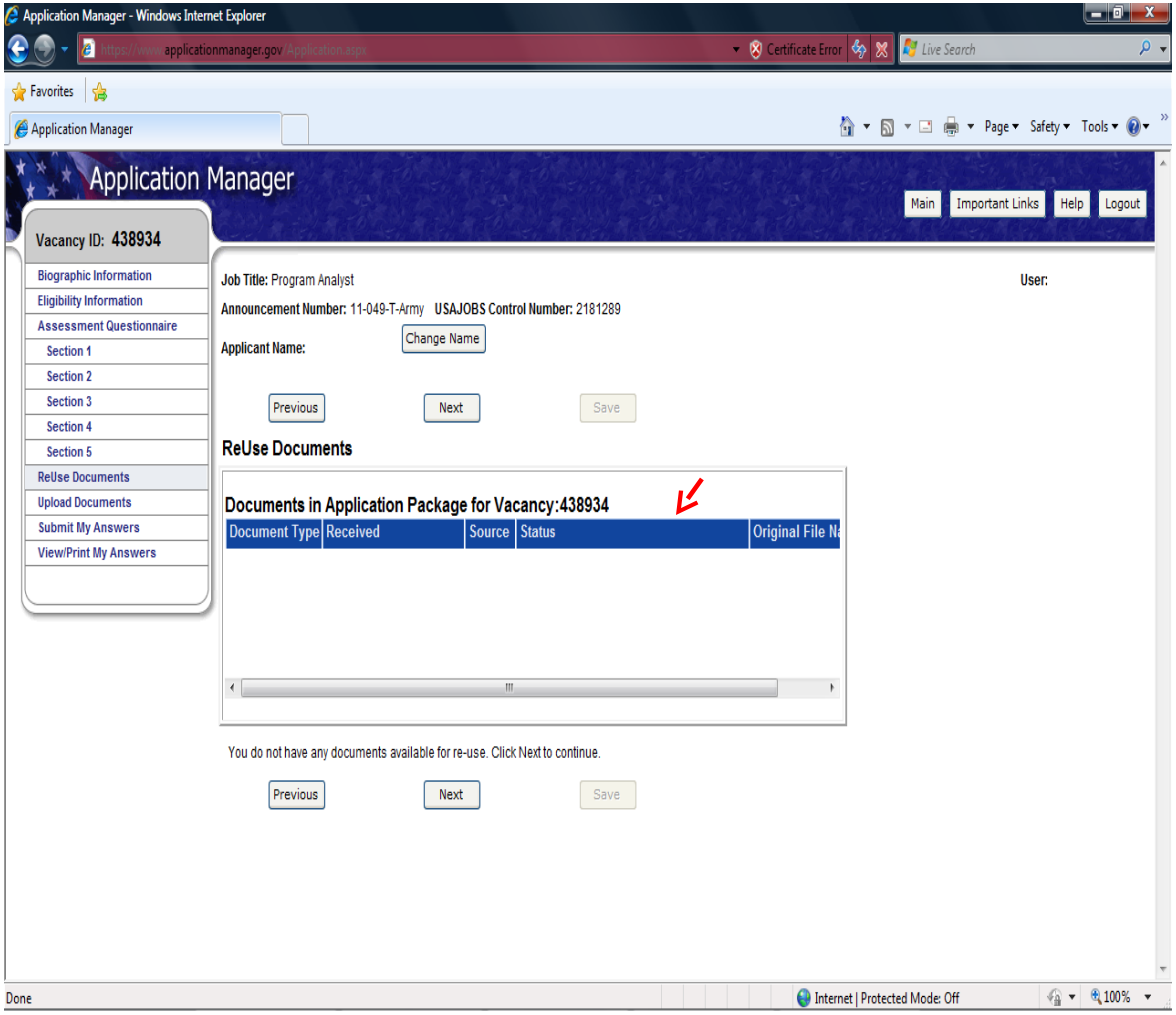
Puerto Rico National Guard


Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx
Certificate Error
Live Search
Favorites
Application Manager
Page
Safety
Tools
Application Manager
Main
Important Links
Help
Logout
Vacancy ID: 438934
Biographic Information
Eligibility Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Program Analyst
User:
Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289
Applicant Name:
Change Name
Previous
Next
Save
Section 5
Total Questions in this Assessment: 47
Respond to all questions. For each, choose the response that best describes your experience and/or training. Please note that your answers will be verified against the information you provide in your resume or application.
5. Detailed knowledge of the mission, objectives, terminology, and management practices of the activity, agency and NGB.
A I have no education, training or experience in performing this task.
B I have had education or training in performing this task, but have no practical experience.
C I have performed this task under direct supervision.
D I have performed this task as a regular part of a job without supervision.
E I am considered an expert in performing this task. I have supervised performance of this task or and/or I am the person consulted by others because of my expertise.
6. Detailed knowledge of Information Resource Management programs, fiscal law, army budgeting and accounting procedures, and the Programming, Planning, Budgeting, and Execution System.
A I have no education, training or experience in performing this task.
B I have had education or training in performing this task, but have no practical experience.
C I have performed this task under direct supervision.
D I have performed this task as a regular part of a job without supervision.
E I am considered an expert in performing this task. I have supervised performance of this task or and/or I am the person consulted by others because of my expertise.
Internet | Protected Mode: Off
100%

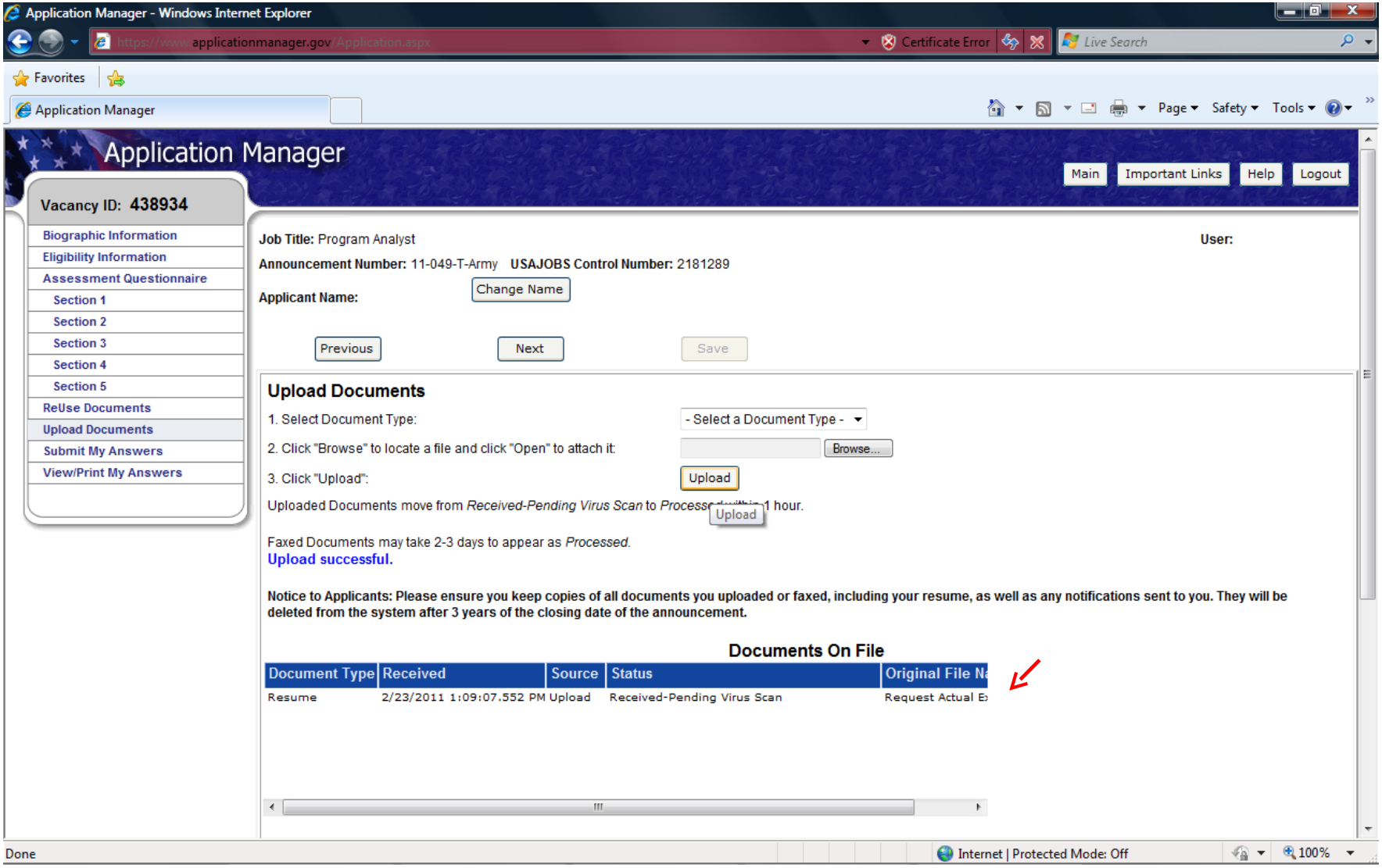
Puerto Rico National Guard

ReUse Documents

Once you have uploaded documents directly into Application Manager, these documents will be available for re-use in a table located on the lower part of this same screen.



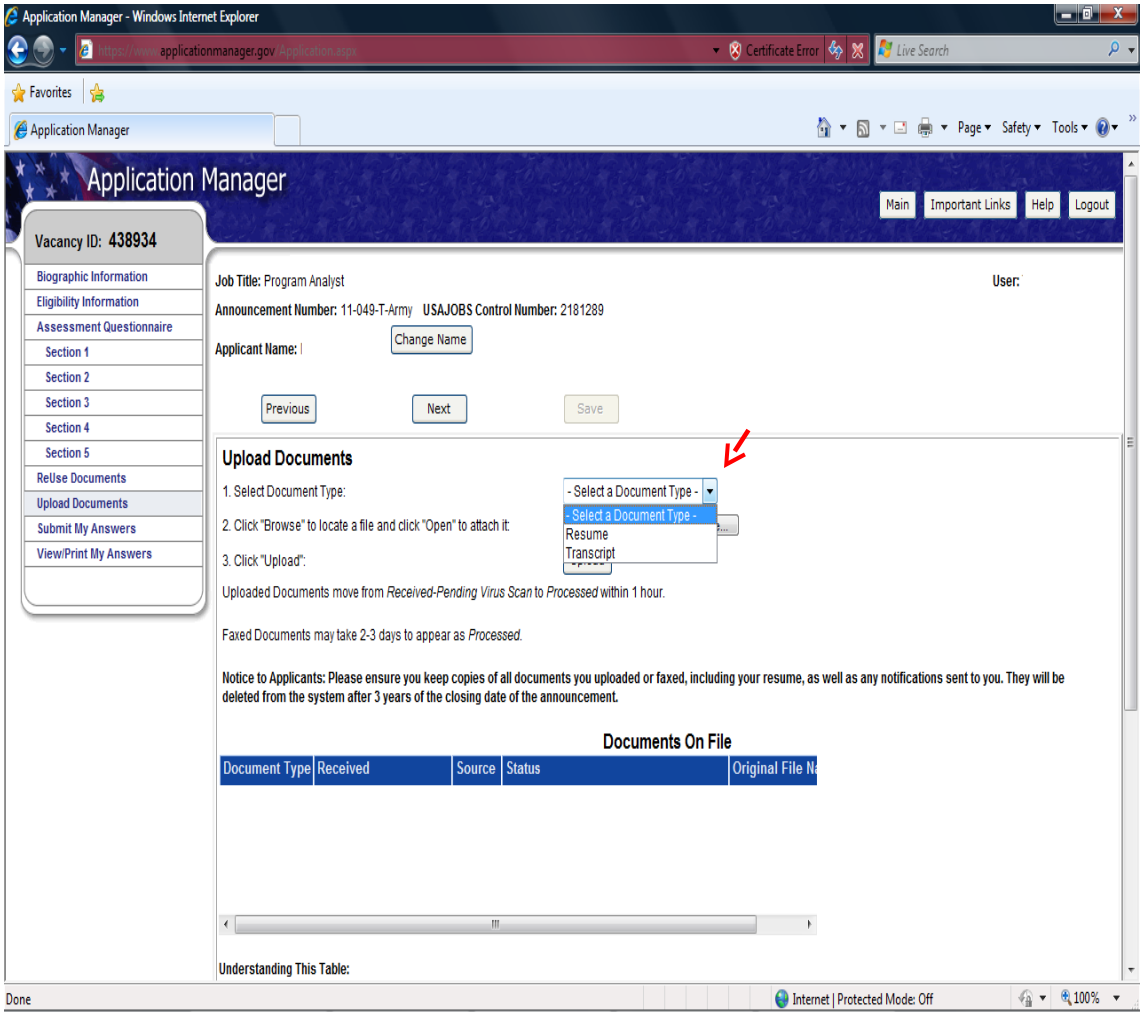
Puerto Rico National Guard



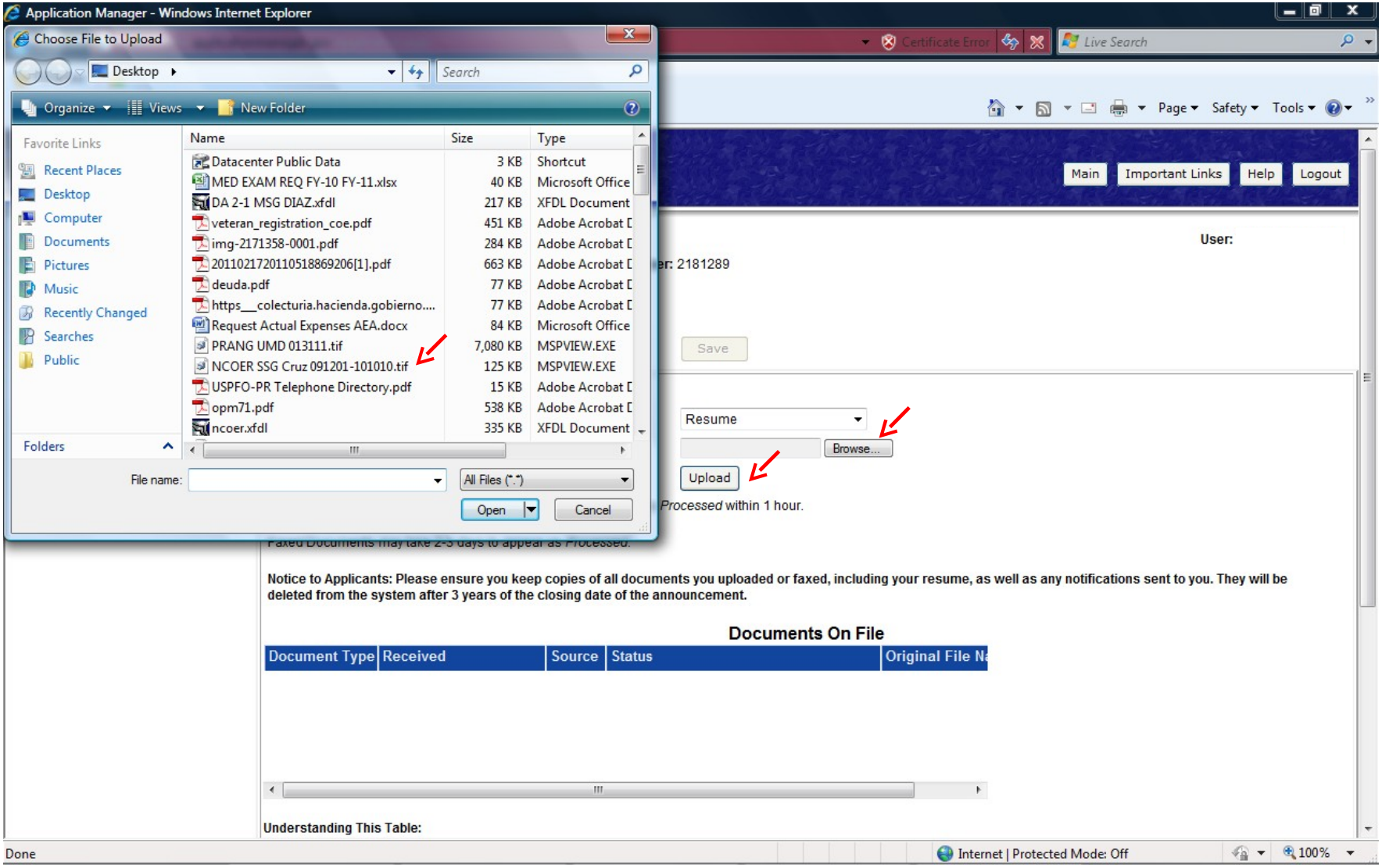
Upload Documents

Select documents type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

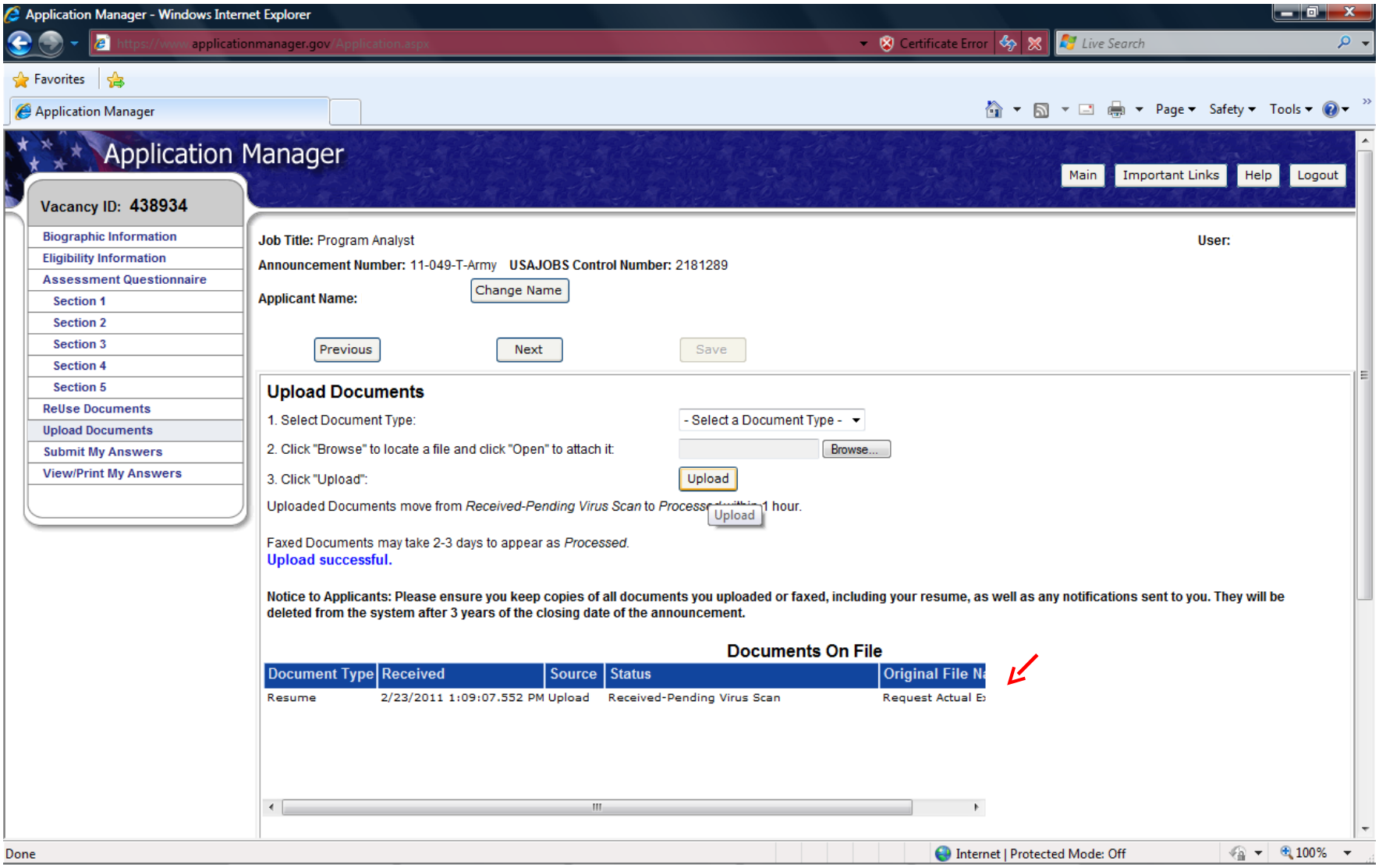
Documents uploaded in this area will be available in the ReUse Documents section (previous slide) for any future applications.



Puerto Rico National Guard



Puerto Rico National Guard



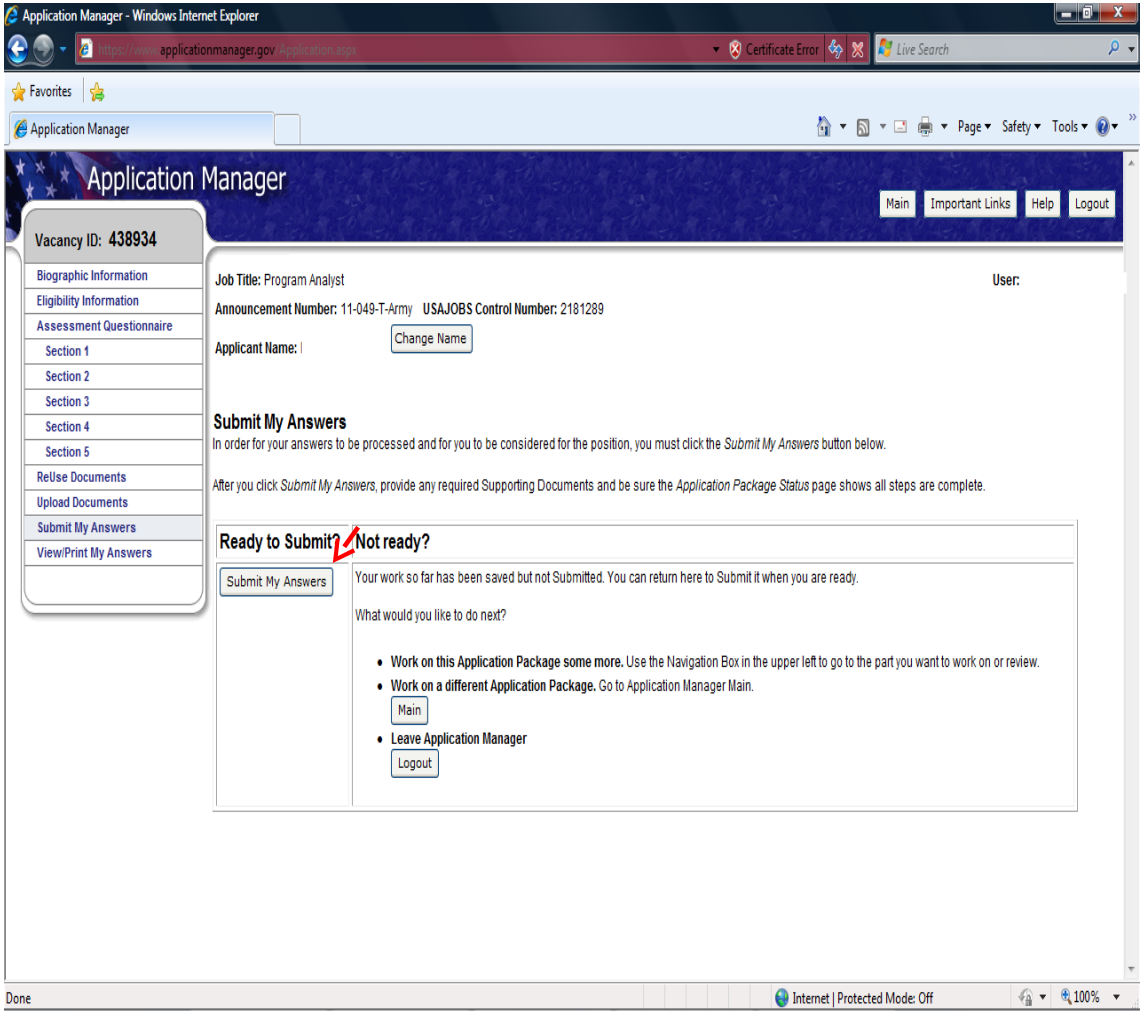
Puerto Rico National Guard

Submit My Answers

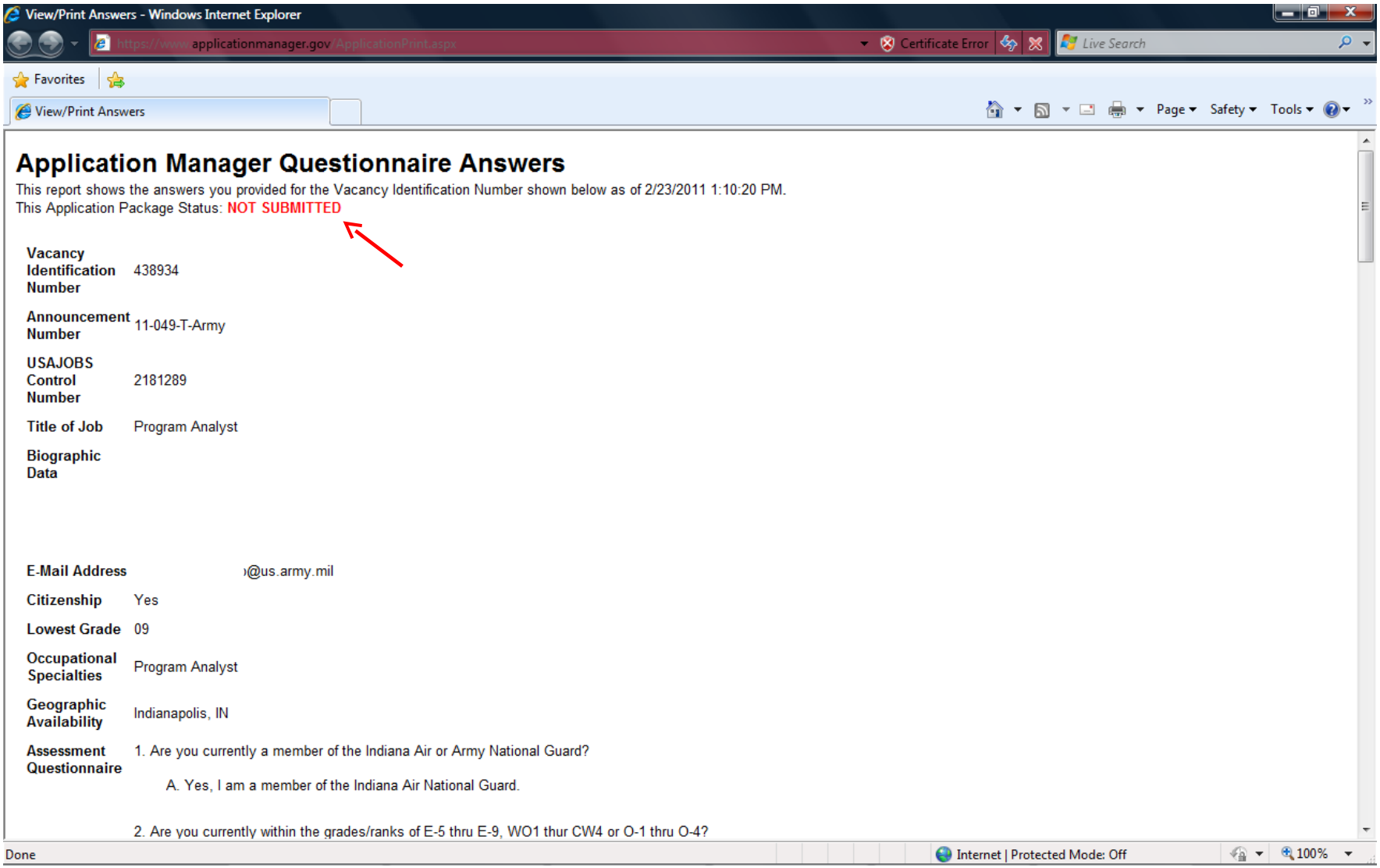
Once all required questions have been completed, you will be able to click the *Submit My Answers* button to submit your application.

You must select Submit My Answers or your application will not be received.

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.


Application Manager - Windows Internet Explorer
Application Manager
Vacancy ID: 438934
Biographic Information
Eligibility Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers
Main
Important Links
Help
Logout
Job Title: Program Analyst
User:
Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289
Applicant Name:
Change Name
Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.
After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete.
Ready to Submit? Not ready?
Submit My Answers
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.
What would you like to do next?
Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
Work on a different Application Package. Go to Application Manager Main.
Main
Leave Application Manager
Logout
Done
Internet | Protected Mode: Off
100%

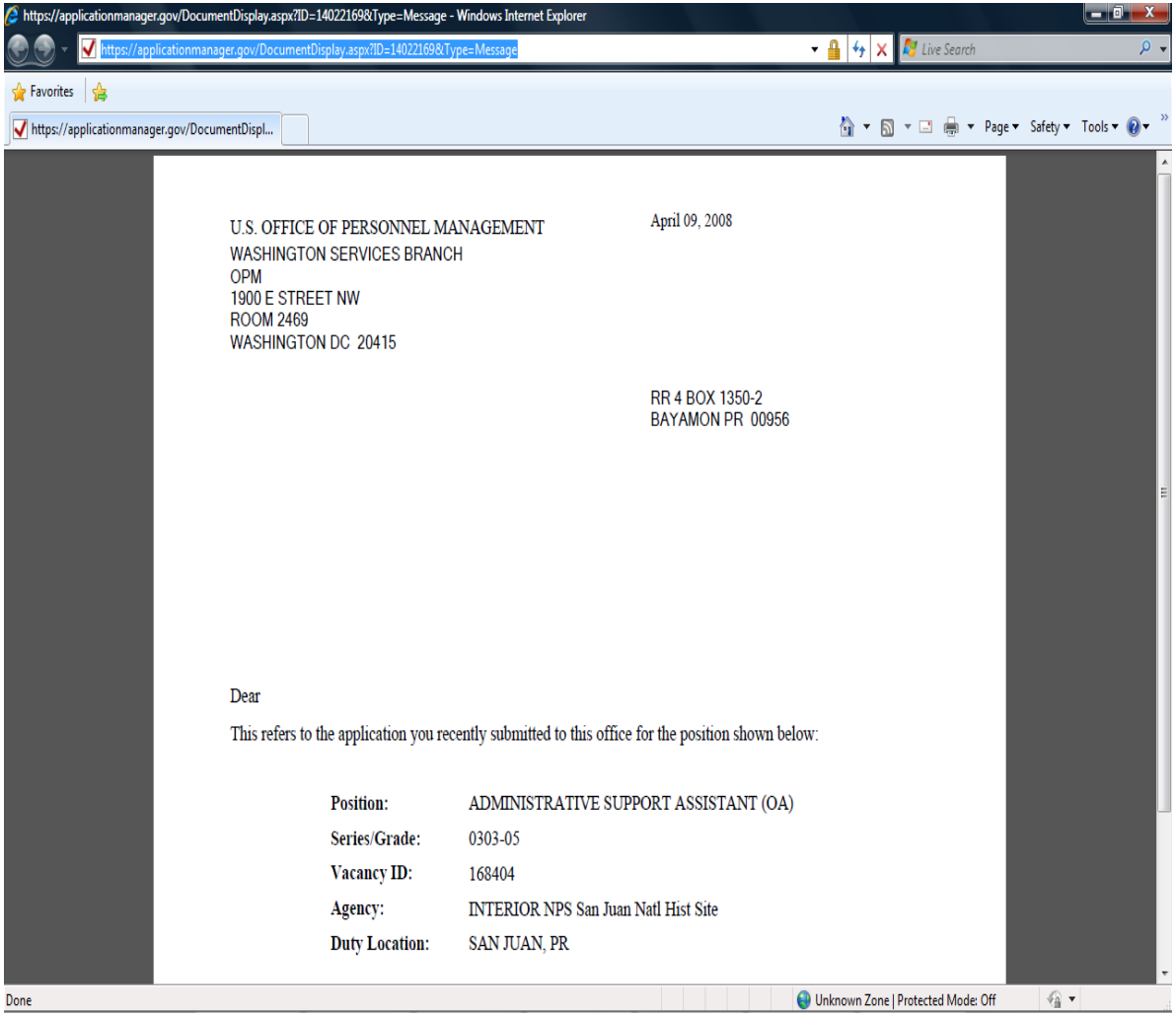
Puerto Rico National Guard


View/Print Answers - Windows Internet Explorer
https://www.applicationmanager.gov/ApplicationPrint.aspx
Certificate Error
Live Search
Favorites
View/Print Answers
Page
Safety
Tools
Application Manager Questionnaire Answers
This report shows the answers you provided for the Vacancy Identification Number shown below as of 2/23/2011 1:10:20 PM.
This Application Package Status: NOT SUBMITTED
Vacancy Identification Number 438934
Announcement Number 11-049-T-Army
USAJOBS Control Number 2181289
Title of Job Program Analyst
Biographic Data
E-Mail Address)@us.army.mil
Citizenship Yes
Lowest Grade 09
Occupational Specialties Program Analyst
Geographic Availability Indianapolis, IN
Assessment Questionnaire 1. Are you currently a member of the Indiana Air or Army National Guard?
A. Yes, I am a member of the Indiana Air National Guard.
2. Are you currently within the grades/ranks of E-5 thru E-9, WO1 thur CW4 or O-1 thru O-4?
Done
Internet | Protected Mode: Off
100%

Puerto Rico National Guard

My Application Package

Once you click the *Submit My Answers* button, you will receive an on-line confirmation message.

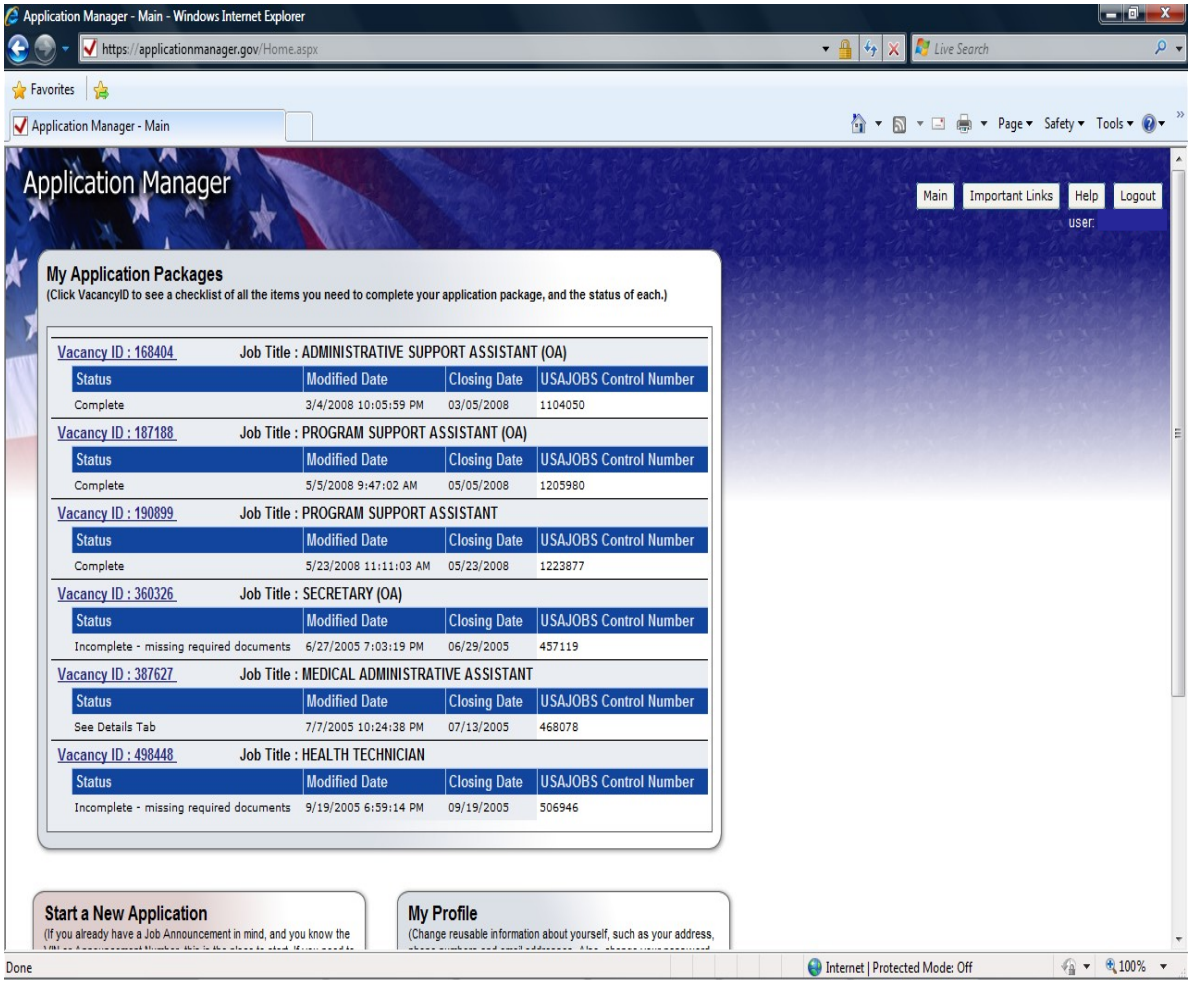


Puerto Rico National Guard

Details Page

From the Details Page you can:

- View the Job Announcement
- Change your Answers*
- Add Documents*
- Update Biographic Information
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency.
- View application Package History


Application Manager - Main - Windows Internet Explorer
https://applicationmanager.gov/Home.aspx
Favorites
Application Manager - Main
Application Manager
Main
Important Links
Help
Logout
user:
My Application Packages
(Click VacancyID to see a checklist of all the items you need to complete your application package, and the status of each.)
Vacancy ID : 168404 Job Title : ADMINISTRATIVE SUPPORT ASSISTANT (OA)
Status | Modified Date | Closing Date | USAJOBS Control Number
Complete | 3/4/2008 10:05:59 PM | 03/05/2008 | 1104050
Vacancy ID : 187188 Job Title : PROGRAM SUPPORT ASSISTANT (OA)
Status | Modified Date | Closing Date | USAJOBS Control Number
Complete | 5/5/2008 9:47:02 AM | 05/05/2008 | 1205980
Vacancy ID : 190899 Job Title : PROGRAM SUPPORT ASSISTANT
Status | Modified Date | Closing Date | USAJOBS Control Number
Complete | 5/23/2008 11:11:03 AM | 05/23/2008 | 1223877
Vacancy ID : 360326 Job Title : SECRETARY (OA)
Status | Modified Date | Closing Date | USAJOBS Control Number
Incomplete - missing required documents | 6/27/2005 7:03:19 PM | 06/29/2005 | 457119
Vacancy ID : 387627 Job Title : MEDICAL ADMINISTRATIVE ASSISTANT
Status | Modified Date | Closing Date | USAJOBS Control Number
See Details Tab | 7/7/2005 10:24:38 PM | 07/13/2005 | 468078
Vacancy ID : 498448 Job Title : HEALTH TECHNICIAN
Status | Modified Date | Closing Date | USAJOBS Control Number
Incomplete - missing required documents | 9/19/2005 6:59:14 PM | 09/19/2005 | 506946
Start a New Application
My Profile
(Change reusable information about yourself, such as your address,
Done
Internet | Protected Mode: Off
100%

Puerto Rico National Guard

Remember….

- Carefully review Job Announcement and Instructions provided in the How to Apply section
- Create USAJOBS and Application Manager Accounts if you haven't done so already
- Complete Assessment Questionnaire in Application manager and submit all required supporting documents online or via fax
- Check your Application Status before and after the closing date of the job announcement

Question